

CURRICULUM VITAE

PERSONAL DETAILS

Name: Priscilla Peter Mpangala

Date of birth: 15th March 2000

Sex: Female

Marital Status: Married

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PERSONAL PROFILE

Procurement officer with experience in procurement and supply management at the local Government training institute. A young and visionary leader participating in different initiatives, aiming at self- grooming and giving back to the society, able to work on my own and as part of a team, dedicated to maintaining high quality of standards.

EDUCATION BACKGROUND

YEAR	INSTITUTION	AWARD
2021-2024	Tanzania institute of accountancy (TIA)	Bachelor's degree in procurement and logistics management. (BPLM)
2019-2020	Local government training institute (LGTI)	Ordinary diploma in procurement and supplies management. (DPSM)
2018-2019	Local government training institute (LGTI)	Technician certificate in procurement and supplies management. (TCPSM)
2017-2018	Local government training institute (LGTI)	Basic technician certificate in records, archives and information management. (BTCRAIM)
2013-2016	Usagara secondary school.	Certificate of secondary education.

WORKING EXPERIENCE

INSTITUTION/COMPANY	WORK EXPERIENCE
Tanzania port Authority. TPA (Dar es salaam) Jan 2023 – Aug 2024	<u>DISPATCH OFFICER</u> <ul style="list-style-type: none"> • Provide storage and warehousing facilities involves sorting, labeling and organizing them in specific storage areas • Inspection of goods to verify the condition of goods comply with the requirements. • Preparation of received notes and record the information for record keeping. • Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency • Preparing Material return note and following up on replacement of wrong supplied goods or credit note when necessary. • Making follow-up for the Partial Deliveries. • Arranging and insuring that goods are stored in Proper Bin Location.
United Bank for Africa. (Tanzania) UBA April 2021 – Dec 2022	<u>ASSISTANT ACCOUNTANT</u> <ul style="list-style-type: none"> • Preparing budgets and making all expenditures against budget • Following up payments from customers as per invoices submitted • Supervising all banking and cash transactions made by the business. • Preparing daily cash updates and conducting daily cash count • Conducting bank reconciliation and other bank transactions. • Receiving and Keeping custody of receipts, bank deposit slips, invoices, tax receipts
Bunju Dispensary Dar-es-salaam June 2019 – March 2021	<u>STOCK CONTROLLER OFFICER</u> <ul style="list-style-type: none"> • Codification of materials. • Inspection of materials. • Stock taking and stock checking • Preparing monthly report on stock level • Report any excess or lack of material received • Checking expiring date and provide notice to the departments
Tanzania National Roads Agency (TANROADS), TANGA May 2018 – May 2019	<u>PROCUREMENT OFFICER</u> <ul style="list-style-type: none"> • Preparation of tender documents. • Opening of tender documents. • Invitation of tender. • Evaluation of tender documents • Issuing Purchase orders • Making follow up on invoices and material received • Preparing bid summary report • Reconciling with consignment suppliers.

Dodoma municipal council,
DODOMA
May 2017 – April 2018

DATA CLERK OFFICER

- Record keeping
- Receiving of letters.
- Achieve management
- Prepares, compiles, and sorts of documents for data entry.
- Verifies and logs receipt of data.
- Transcribes source data into the required electronic format.
- Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.
- Performs high-volume data entry using word processing, spreadsheet, database, or other computer software.
- Verifies integrity of data by comparing it to source documents.
- Reviews data for errors, missing pages, or missing information and resolves any discrepancies.
- Maintains a filing system and protects confidential customer information.
- Performs regular backups to ensure data preservation.
- Responds to requests to retrieve data from the database or electronic filing system.
- Uses basic office equipment (photocopy machine, facsimile machine, etc.)
- Maintains a satisfactory level of quality and productivity per department standards.
- Completes additional assigned tasks as required.

SKILLS AND WORKING ABILITY

- Strong communication skills in both oral and written.
- Tactful in working alone and a good team player working with a group.
- Ability to work under stressful situations with minimum or no supervision.
- Willingly to learn and a fast learner.
- Budgeting and evaluation, leadership and teamwork.
- Report writing.

COMPUTER SKILLS

I am conversant with various computer applications with excellent knowledge of Microsoft Office applications such as Microsoft Office Word, Microsoft Office Excel, Microsoft Office Power Point and Publisher.

LANGUAGE SKILLS

I have an excellent skill in Reading, Writing and speaking two languages that is Swahili and English.

REFEREES

Name: Fidelis Nicomed

Position: Procurement Officer

Organization: LOGAL GOVERNMENT TRAINING INSTITUTE (LGTI)

Cell: +255 620129529/ +255 677758680

Name: Mary Vumilia

Position: Economist

Organization: Dodoma Municipal
Council

Cell: +255 783 882 787

Email: somimaryvumilia@gmail.com

Name: Hamza Sulemani

Position: Head of Procurement

Organization: TANROAD

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