

CURRICULUM VITAE

Personal Particulars

Names:	Said Haji Simba
Sex	Male
Nationality	Tanzanian
Religion	Christian
Date of Birth	21 st May 1997
Marital Status	Single
Contact Addresses	Residence: Ubungo, Dar Es Salaam Mobile : (+255) 762677189 National Identification: 19970521-16105-00005-24 Email: simbasaid97@gmail.com

Personal Profile

- Well experienced in statistics, data analysis and technical information.
- Well experienced in Microsoft (Excel, SPSS, STATA and Word).
- Ability to quickly adapting to change environment and works well in a team.
- I am pleasant personality, energetic, proactive independent, ambitious, hardworking and self-motivated.
- Reliable and able to work independently with minimum supervision and meet strict deadlines.
- Excellent interpersonal and problem solving skills, creativity and flexibility.
- Honest, respects, integrity and quick to learn changes.
- Comfortable in multi-cultural environment, flexible and able to handle pressure well ability to engage with community members in open manner maintaining confidentiality and respect.

Language

Kiswahili: Expert

English: Expert

Education History

Year	Institution/Award
2020-2023	Eastern Africa Statistical Training Centre; Bachelor of official Statistics.
2016- 2018	Kibiti Secondary School; Advanced certificate for secondary school Education.
2012– 2015	Kiluvya Secondary School; Certificate for secondary school Education.

EXPERIENCE:

2022 to Sept 2024

CONSUMERS CHOICE LIMITED.

Operation officer.

Duties and responsibilities

- Monitoring and evaluation of compliance
- Overseeing and ensuring the smooth flow of goods and services
- Reporting to the chief operating officer about company processes
- Managing the processing of customer orders
- Constructing logistics-enhancing concerns
- Establishing and monitoring employee schedules
- Ensure positive clients, supplier, and vendor relationship.

- Analyzing and maintain operational data and monitoring product inventories.
- Establishing objectives for increased output and improved efficiency
- Handling supervision of laborers
- Locating problems in the company's supply chain through quality control checks.

2024 to date

SOURCE LINK COMPANY LTD.

Logistics and store

keeper.

Duties and responsibilities

- Organizing the storage and distribution of goods by ensuring that the right products are delivered to the right location on time and at a reasonable cost.
- Analyzing supply chain data to identify areas for improvement and develop strategies to enhance efficiency and reduce cost.
- Organizing transportation, stock control, warehousing and flow of goods.
- Manage stock levels, vehicle routes, delivery times and transport costs.
- Coordinate and control the order cycle, ensuring that orders are prioritized correctly and processed on time.
- Classifying various records and goods delivery documents.
- Extracting and analyzing daily performance reports, evaluating the performance and quality of both internal and third party logistics suppliers.
- Supervising warehouse staff and other logistics personnel.

REFEREES

Referee 1

Name: JAMES VALENTINE.

Position: Finance and administrative manager, Consumers Choices Limited.

Mobile: (+255) 719928855

Email: jamesvalentine360@gmail.com

Referee 2

Name: ROSALIA JACOB

Position: Marketing officer, Gain Company Limited.

Address: P.O. box 2574 DSM-TANZANIA.

Email: rosaliasalawa8@gmail.com

Referee 3

Name: STELLA MARWA

Position: Chief accountant

Address: P.O Box 55071, Dar es Salaam

Mobile: +255756882535

Email: stella.marwa@nictanzania.co.tz

CERTIFICATION

I, **Said Simba**, do hereby certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications and experiences.

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