

CURRICULUM VITAE

Personal details

NAME: MARY PETER MORIS

Phone: +255 616138950/+255 750164505

E-mail: morismary03@gmail.com.

DATE OF BIRTH: 18th August 2000 .

GENDER: Female

NATIONALITY: Tanzanian.

ADDRESS: Arusha.

Language

Swahili Fluent in both reading, speaking, listening and writing.

English Fluent in both reading, speaking, listening and writing.

Education

Period: From to	Institution	Award
2021-2024	Mbeya University of Science and Technology	Bachelor of Agribusiness Management with Technology
2019-2021	Nyantakara girls High School	Certificates of Advanced Secondary Education
2015-2018	Jipe Secondary School	Certificates of Secondary Education
2008-2014	Imani Primary School	Certificates of Primary School

Skills

- Computer skills (Microsoft word, Excel, Power point, Publisher, Google suits, Internet and outlook mails)
- Good communication, time management and good presentation skills.
- Analytical and problems solving skills.
- Leadership and decisions making ability.
- Able to work independent and as a team.
- Negotiation skills and good relationship building.

- Flexible and eager to learn.
- Project management skills, proposal and reports writing.

Experience

Period: From To	Name of Organization Duties and Responsibilities
Oct2023-march2024	Sales and inventory management; ETG Input Mbeya <ul style="list-style-type: none"> • Sales planning and strategy through developing sales strategies and action plans to achieve company sales goals. • Team management and leadership by recruiting , training , collaborating and motivating sales representatives. • Sales operations and execution by overseeing daily sales activities and ensuring smooth operations. • Customer relationship management, building and maintaining relationships with key clients and partners. • Market analysis and business management via analyzing market trends , competitor activities and customer preferences. • Inventory Planning and Forecasting through analyzing sales trends ,market demand and historical data to forecast inventory needs. • Stock control and Management by monitoring inventory levels across warehouses and storage locations. • Purchasing and Replenishment through coordinating with suppliers to timely procurement of materials. • Receiving and storage by overseeing the receiving process to ensure the accuracy of deliveries.
July 2022– oct 2022	Production and quality insurance management; CPB Arusha <ul style="list-style-type: none"> • Inspection and oversight when managing the inspection of raw materials , in process production and finished goods. • Quality control monitoring by implementing real-time monitoring systems for production processes. • Documentation and reporting when maintaining detailed records of inspection results , quality reports and certifications. • Supplier and vendor quality assurance via conducting quality audits of suppliers to ensure they meet company standards. • Compliance and risk management through ensuring products meet industry specific safety and quality standards. • Customer feedback and complaint handling when analyzing customer complaints and warranty claims.

Referees

Name	Organization	Title	Contacts
NIETIWE PETER	CEREALS AND OTHER PRODUCE BOARD [CPB]	QUALITY INSURANCE MANAGER	Mob: +255 744 998 790 Email: nietiwepeter01@gmail.com SINONI ARUSHA
MWAMPALASE FRANK	EXPORT TRADE GROUP [ETG]	SALES ASSISTANT MANAGER	Mob: +255 744 074 491 Email: mwampalasefrank564@gmail.com IYUNGA MBEYA
JAMES JOSEPH SWAI	EXPORT TRADE GROUP [ETG]	SALES ASSISTANT MANAGER	Mob: +255 767 555 560 Email: jimmyjay12340@gmail.com

Declaration

I **MARY PETER MORIS**, declare to the best of my knowledge that's all information I have provided are right and correct about me.

Signature


