

CURRICULUM VITAE

EVARIST MNAKU

P.O BOX 705 MABIBO, UBUNGO-DAR ES SALAAM

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EXECUTIVE SUMMARY

Am a dedicated and knowledgeable intellectual with a solid academic foundation in Procurement and Logistics Management. Equipped with comprehensive skills in procurement, purchasing, warehousing, inventory control, stock management, and other essential areas of supply chain and logistics management. Am proficient in computer applications, including Microsoft Word, Excel, PowerPoint, and internet tools. Committed to applying skills and knowledge to support organizational objectives and enhance procurement efficiency.

EDUCATION BACKGROUND

Bachelor Degree in Procurement and Logistics Management

National Institute of Transport (NIT)

October 2021 – August 2024

Ordinary Diploma in Procurement and Logistics Management

National Institute of Transport (NIT)

October 2019 – August 2021

POTENTIAL SKILLS

- **Procurement & Purchasing:** Skilled in vendor management, negotiation, and procurement processes to secure quality products and services at competitive prices.
 - **Inventory & Stock Control:** Proficient in maintaining optimal inventory levels and implementing stock control measures.
 - **Warehousing:** Knowledgeable in efficient warehousing practices to ensure effective storage and distribution.
 - **Computer Proficiency:** Microsoft Word, Excel, PowerPoint, internet, and other basic computer applications for business purposes.
 - **Communication & Teamwork:** Strong ability to work effectively with cross-functional teams, vendors, and stakeholders.
 - **Languages:** Fluent in Kiswahili and English
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WORK EXPERIENCE

Songea Municipal Council, Songea, Tanzania - August – October 2020

- Assisted with procurement processes, including requisition preparation, vendor sourcing, and quotation analysis.
- Supported logistics activities, such as inventory management, delivery coordination, and documentation.
- Gained valuable experience in public sector procurement regulations and procedures.

Tanzania Building Agency (TBA), Dar es Salaam, Tanzania - July - September 2021

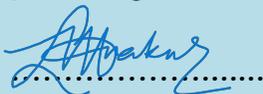
- Performed administrative tasks related to procurement and logistics operations.
- Assisted with contract management and supplier communication.
- Strengthened understanding of large scale construction project procurement workflows.

REFERENCES

1. AMBALI KITALIMA
ASSISTANT LECTURER
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2. SALUM A MTUMBEY
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DECLARATION

I declare that, the information provided are correct and true, and I will responsible for providing falsely information's


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