

# PROSPER PATRICE MMARI

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## **PERSONAL PARTICULARS**

Date of Birth : 11<sup>th</sup> June, 1996  
Gender : Male  
Nationality : Tanzanian  
Marital Status: Single  
Residence : Dar es Salaam

## **EDUCATION BACKGROUND**

2020-2023 : **Bachelor Degree in Procurement and Logistics Management**  
Tanzania Institute of Accountancy (TIA)  
2016-2018 : **Diploma in Procurement and Logistics Management**  
Tanzania Institute of Accountancy (TIA)  
2015-2016 : **Certificate in Procurement and Logistics Management**  
Tanzania Institute of Accountancy (TIA)  
2011-2014 : **Certificate of Secondary Education (CSE)**  
Sanya Juu Secondary School

## **WORK EXPERIENCE:**

Sept, 2024 to date **Kamal Refinery Company Limited**  
**Position: Assistant Store In Charge & Logistics**  
**Reporting to: General Manager**  
**Duties and responsibilities:**

- Receiving, inspecting goods, issuing Goods Received Notes (GRNs)
- Posting goods received from various supplies in stores ledger books
- Receiving and analysing goods requisitions from user departments
- Issuing goods to various users, issuing Goods Issued Notes (GINs)
- Receiving finished products from factory, arranging in warehouse
- Receiving orders, processing, packing and dispatching to customers
- Making logistics arrangements for dispatch of paid customer orders
- Receiving and maintaining details of dispatched trucks in a register
- Ensuring that only authorized goods are issued from the warehouse
- Filing records and filing copies of proforma invoices, GRNs and GINs

July, 2023– Aug 2024 **Southern Highlands Youth Initiatives (SHYI)**

**Position: Procurement Officer (Contract)**

**Duties and responsibilities:**

- **Procurement Plans:** Develop annual procurement plans aligned with organizational needs.
- **Market Research:** Research potential suppliers, products, and services to identify cost-effective options.
- **Supplier/Vendor Management:** Evaluate and select vendors based on quality, reliability, and cost.
- **Requisitions:** Act promptly on user requisitions.
- **Goods and Works Acceptance:** Handle receipt, inspection, and acceptance.
- **Procurement Policies:** Assist in reviewing and updating procurement policies. Develop standard operating procedures (SOPs) and workflows.

July- Nov, 2022

**Mbeya City Council**

**Position: Store Assistant (Field Training, Degree)**

**Duties and responsibilities:**

- Receiving and inspecting various items delivered by suppliers
- Preparing Local Purchase Order (LPO)
- Preparing, issuing and filing copies of Goods Received Notes (GRNs)
- Issuing various items to end user departments as requested
- Preparing, issuing and filing copies of Goods Issued Notes (GINs)
- Assisting in conducting physical stock taking and stock verification

July-Oct, 2017

**Fair Competition Commission (FCC)**

**Position: Inspection Officer (Field Training, Diploma)**

**Duties and responsibilities:**

- Reviewing Customer Complaints letter
- Recording Customer Complaints
- Participating in inspection to find counterfeit product
- Preparing daily, weekly and monthly reports about inspection.

**ATTRIBUTES, SKILLS AND ABILITIES**

- Excellent interpersonal and team-working skills
- Self-motivated, hardworking, creative and initiative
- Excellent sales, client engagement, customer care and problem-solving skills
- Fast learner with strong attention to detail and astute organization skills
- Ability to work in a busy and multi-tasking environment

**COMPUTER SKILLS:**

- Microsoft Office suite applications ; Word, Excel, Access, Internet & Email)

**REFEREES:**

**Godfrey Gabriel Mshana**

**Director of Business Environment**

Tanzania National Business Council

P.O. Box 3478, Dar es Salaam

Mobile: 0713441139

**Ismail Amir Kangungu**

**Procurement Officer**

Mbeya City Council

P.O. Box 3738, Mbeya

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**Joseph Ndosa**

**Finance Manager**

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