

HAPPY VINCENT MRAHA

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Dar es salaam, Tanzania



Curriculum Vitae

Date of birth: 06^h December, 1999

Place of birth: Dar es salaam, Tanzania

Marital status: Single

Nationality: Tanzanian

PERSONAL PROFILE

I am an enthusiastic, self-motivated, reliable, responsible and hard-working person. I am a mature team worker and adaptable to all challenging situation.

CAREER OBJECTIVES

Seeking a position in a dynamic organization where I can launch my career and work towards building a strong skill set. A hard-working individual looking for a challenging position where I can showcase my skills and contribute to the growth of the organization.

EDUCATION BACKGROUND

2022 - up to date

Procurement and Supplies Professional and Technicians Board [PSPTB]

Certified procurement and supply professionals [CPSP]

2018 – 2021

St Augustine University of Tanzania [SAUT]

Bachelor's degree of science in procurement and supply chain management [BSCP]

2016 – 2018

St Anne Marie Secondary School

Advanced Certificate of Secondary Education [ACSE]

2012 - 2015

Brilliant Secondary School

Certificate of Secondary Education [CSE]

mashimba241999@gmail.com

2005 -2011

St Lucia Primary School

Certificate of Primary Education [CPE]

WORK EXPERIENCE

July – September 2019: **Store Officer**

Field Practical Training

Tanzania Revenue Authority (TRA) – Stesheni, dar es salaam, Tanzania

Duties and Responsibilities:

- ❖ Inventory Management: To monitor and manage inventory levels, ensuring that stock is adequately maintained without overstocking or understocking.
- ❖ Stock Receiving and Verification.
- ❖ Stock Issuance.
- ❖ Record Keeping: To maintain accurate records of all inventory transactions, including receipts, issues, transfers, and returns.
- ❖ Warehouse Organization.
- ❖ Stock Audits: To conduct regular stock audits and physical inventory counts to reconcile records and identify discrepancies.
- ❖ Order Processing: To process orders for replenishing stock by liaising with suppliers.
- ❖ Quality Control: To ensure that all incoming and outgoing goods meet quality standards and handle any discrepancies or damaged goods accordingly.
- ❖ Reporting: To Prepare and submit regular reports on inventory status and discrepancies.

December 2021 - **December 2022: Store officer**

Usangu Logistics (UL) - Dar es salaam, Tanzania

Duties and Responsibilities

- ❖ Receiving and Inspection: Verify deliveries against purchase orders and inspect items for quality and quantity of the imported and exported good.
- ❖ Issuing and Dispatch: Process request items and ensure timely Issuance and coordinate the dispatch of goods to the Clearing and forwarding Agent [CFA]
- ❖ Record keeping: Making records for the transactions done by Usangu logistics
- ❖ Stock control and reordering: Ensuring proper preparations of documents and permits.
- ❖ Compliance and safety: Adhere to safety standard in storing and handling goods ensure compliance with organization policies and regulation.

January 2023 - September 2024: Sales agent
National Bank of Commerce - posta, dar es salaam,Tanzania

Duties and responsibilities:

- .soliciting customers to open account.
- .soliciting customers to deposit money
- .marketing and sales
- .selling NBC products including loans.
- .filling report with NBC as required.
- .following competitors analysis.

September 2024 - up to date: Teller
Nbc Wakala Plus

Duties and responsibilities;

- .validating and checking cash
- .Complete customers transactions accurately and effectively,
- .Communicating to customers clearly and resolving their issues.

KEY AREAS OF EXPERT
<input type="checkbox"/> Procurement And Supplies Management
<input type="checkbox"/> Inventory Management
<input type="checkbox"/> Store Keeping
<input type="checkbox"/> Quality Control
<input type="checkbox"/> Compliance and safety:
<input type="checkbox"/> Record Keeping
<input type="checkbox"/> Business Management
<input type="checkbox"/> Receiving and Inspection
<input type="checkbox"/> Supervision and Coordination

KEY SKILLS

- ❖ Computer skills, Based on
 - ✓ MS excels
 - ✓ MS word
 - ✓ Email and Internet Applications

- ❖ Performance management skills
- ❖ Problem-solving skills
- ❖ Communication skills
- ❖ Analytical skills
- ❖ Time management skills
- ❖ Training and development skills
- ❖ Quick learning skills
- ❖ Work under pressure skills
- ❖ Planning skills

ACHIEVEMENTS

- ❖ Achieved to be registered Procurement and Supplies Professional and Technical Boards (PSPTB), with Registration number: **PSPTB-2022-040421**.
- ❖ Awarded a Membership Certificate in Federation of Procurement and Supplies Management Students Association (FPSSA-TANZANIA) – July, 2021.
- ❖ Awarded a Membership Certificate of SAUT procurement professional club, of training about procurement as professional procurement ethics and PSPTB activities.

LANGUAGES

	Speak	Read	Write
English	Excellent	Excellent	Excellent
Kiswahili	Excellent	Excellent	Excellent

REFEREES

1. Elizabeth William Luhamba
Tax management officer
Tanzania Revenue Authority (TRA)
P.O Box Dar es salaam
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2. Sylvia Kandeo
Business Development Officer
National Bank of Commerce
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+255 767 210 153
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3. Rozalia Sebastian Kimati
Branch manager
Nbc Wakala Plus
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DECLARATION

On the Best of my knowledge, I Happy Vincent Mraha certify that the information given in this CV is valid and correctly describes my details, qualifications and experience and I am directly concerned with the information above.

mashimba241999@gmail.com