

CURRICULUM VITAE

Mirambo Mkalli Kafuku

· E-mail : Mirambomkali@gmail.com

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· Phone : +255684199422



Personal Information

· Total Experience	: 3 years	· Employment Status	: Working
· Educational Status	: Diploma	· Marital Status	: Single
· Nationality	: Tanzanian	· Date and Place of Birth	: 10.11.1996 / Shinyanga Ushetu
· Driver License	: No	· Smoking	: Non- Smoker

Professional Statement

A polite, friendly, and skilled receptionist with a passion for delivering top-notch administrative support. I possess strong communication and listening skills, enabling effective client and guest interactions in person and over the phone. In my previous role, I handled calls, emails, guest greetings, and a range of administrative tasks. Known for my people skills and commitment to customer service, I bring a working knowledge of Microsoft Office and other administrative tools. My skills in purchasing, logistics, and my proactive, self-motivated nature make me a valuable asset to any team.

Personal Life Statement

I am passionate about fostering understanding and harmony through conflict resolution, believing in the power of communication to bridge differences and strengthen relationships. Fitness and exercise are central to my well being, providing the energy and discipline that support my personal and professional growth. Books and music are my sources of inspiration and reflection. Reading expands my mind and deepens my understanding of the world, while music nourishes my soul, offering joy and connection. Together, these pursuits shape a balanced and meaningful life.

Experiences

→ Yapi Merkezi Inc. (Dar Es Salaam-Isaka Railway Project & 1000 km)

(Dar Es Salaam, Tanzania)

from 14.07.2023 – To date

Procurement Data Operator

- Coordinating the purchase of all required items in Tanzania, preparing and processing LPOs and POs, and arranging efficient transport to the main camp.
- Monitoring procurement of project materials on the portal, ensuring timely sourcing and order accuracy.
- Maintaining accurate records of all purchased materials in an organized Excel database for easy tracking and auditing.
- Documentation and archive all import-related documents and collaborate with the logistics department on export arrangements.
- Oversee stock cards, invoices, and inventory flow within the system, ensuring accurate data entry and stock control.
- Tracking and analyze fuel card usage on a daily, weekly, and monthly basis in System to manage expenses and ensure availability.

→ **Greenlight Hotel** (Customer service)

(Dar es salaam, Tanzania)

from **01.01.2021 – 31.12.2022**

Receptionis/Reservationist

- Welcoming and greet guests
- Answer and direct incoming call
- Inform guests of hotel rates and services
- Make and confirm reservation to the guests
- Ensure proper room allocation
- Register and guest check in
- Confirm relevant guest information
- Verify guests payment method
- Verify and imprint credit cards for authorization
- Compute all guest billings accurately post charges to guest room and accounts receive and transmit message for guest
- Listen and respond to guest queries and request both in person and phone
- Issue room keys and direct guests to their rooms
- Maintain clear and accurate record of guest room booking

Educational Information and Skills

Arusha Shillo College	: Diploma in Hospitality and Hotel Administration	/ 2017-2019
Mweli Secondary school	: Secondary school certificate awarded	/ 2013 -2016
Ushetu Primary School	: Primary School certificate awarded	/ 2005-2012

Foreign Languages

Kiswahili	Native
English	Expert

Computer Skills

MS Office	Good	/ 3-years of experience
YM.portal	Intermediate	/ 1 year of experience.

Certificates

Diploma in Hospitality and Hotel Administration

Secondary school certificate awarded

Primary School certificate awarded

Service Certificate

Hobbies

Conflict Resolution, Exercises and Fitness, Reading Books, Listening Music.

References

Ogulcan Ozcan Tel : +90 538 455 92 98	(Professional)	YAPI MERKEZI INC. E-Mail : ogulcanozcan@outlook.com	/ Procurement Officer
Meshack J. Sanga Tel : +255 658 671 673	(Professional)	GREENLIGHT HOTEL E-Mail : info@greenlighthotel.com	/ Operation Director
Basak Ozturk Tel : +255 677 007 912	(Professional)	YAPI MERKEZI INC. E-Mail : basak.ozturk@ym.com.tr	/ Procurement Officer