

# CURRICULUM VITAE (CV)

## 1: PERSONAL INFORMATION:

Full Name : Rashidi Mussa Kupaza  
Professional : Procurement & Supplies Management  
Nationality : Tanzanian  
Email : rashidikupaza1@gmail.com  
Cell Phone : +255655999953 / 0612898961  
Sex : Male  
Marital Status : Married  
Driving license Class : A, B, D, E, F,G

## 2: CAREER OBJECTIVE:

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To find a challenging position to meet my competencies, capabilities, skills, education and experience. Also to secure a job opportunity in an organization that provides an opportunity to exploit and expand my knowledge, work in a challenging environment for career growth and development.

## 3: EDUCATIONAL BACKGROUND:

<u>Year of study</u>	<u>Institution</u>	<u>Certificate awarded</u>
2014-2018	College of business education (bachelor degree in procurement and supplies management)	Certificate awarded (NTA level 7-8)
2012-2014	College of business education (diploma in procurement and supplies management)	Certificate awarded (NTA Level 5-6)
2011-2012	Dar es salaam institute of Journalism and Mass Communication	Basic Certificate in Journalism and mass communication
2007-2010	Nyerere Memorial Practicing secondary school (ordinary level)	Certification of secondary Education examination (CSEE)
2000-2006	Mombo primary school (primary level)	Certificate of primary Education

#### **4: PROFESSIONAL SKILLS/ TRAININGS):**

**From 2018 to date Greens Constructions Limited Procurement and Supplies Officer**

##### **Responsibilities:**

- ✓ Generation of report and perform other duties as assigned by Managing Director.
- ✓ Prepare tender documents in both tradition and online through TANEPS.
- ✓ Ensure the effectiveness of operating procedures, space utilization and maintenance and protection of facilities and equipments.
- ✓ Maintain a list or register of all procurement contract awarded.
- ✓ Receipt, storage and issue of materials and related reporting in accordance with established procedures.
- ✓ Participation in tender opening ceremony.
- ✓ Account for all materials and supplies in the stores facilities, audits received goods.
- ✓ Prepare Purchase Orders and raise Goods Received Notes for supplier invoices.
- ✓ Reconciliation of Purchase Orders and Goods Received Notes.
- ✓ Make follow up of supplier payment.
- ✓ To maintain proper record of purchasing section to ensure easy accessibility to past and present information of the section.
- ✓ Inventory control, conduct cycle counting, full stock taking.
- ✓ TANEPS (Tanzania National e-Procurement System) operator.

**By other time I perform other activities in Greens construction limited as an Accountant**

##### **Responsibilities:**

- ✓ To undertaking financial administration and Project analysis.
- ✓ Administering payrolls; through follow ups of advances and loans.
- ✓ Controlling income and expenditure daily and submitting report to the management.
- ✓ Bank reconciliation and monthly budgeting.
- ✓ Making different payments to the Authority/People/Projects.
- ✓ Issuing receipts and makes follow-ups for payments.
- ✓ All duties assigned by Managing Director.
- ✓ Ensuring compliance with taxation legislation as well as preparation of VAT return report.

**The following are the projects that I participate in execution and management of procuring and supplying of building materials in Greens Construction Limited.**

1. **NATIONAL INSURANCE CORPORATION (NIC)** - Rehabilitation of NIC (T) LTD Head Office Building for NIC (T) LTD Head Office P. O. Box 9264, Dar es Salaam, Tanzania
2. **TANZANIA FOREST SERVICE AGENCY** - Proposed design and build for steps at Kalambo waterfalls – Rukwa Region for the Chief Executive, Tanzania Forest Service Agency (TFS), P.O. Box 40832, Dar Es Salaam.
3. **TANZANIA WILDLIFE MANAGEMENT AUTHORITY** - The proposed Construction of walkways at Kimani waterfalls at Mpanga Kipengele, Njombe for the Conservation commissioner, P. O. Box 2658, Morogoro, Tanzania.
4. **BANK OF TANZANIA – MBEYA BRANCH** - Proposed Renovation of Branch Director and Manager Finance and Administration House Uzunguni, Mbeya, the Tanzania for the Bank of Tanzania
5. **BANK OF TANZANIA** – Proposed introduction of new entrance and new guard house for a Residential House at Mtwara Crescent for the Tanzania for the Bank of Tanzania P. O. Box 2939, Dar es Salaam, Tanzania
6. **BANK OF TANZANIA** – Proposed construction of car shade at the Bank of Tanzania Mtwara branch office for the Branch Director, the Bank of Tanzania, P. O. Box 1446, Mtwara, Tanzania
7. **GAS COMPANY (TANZANIA) LIMITED** - Repair Of Office & Residential Buildings –Songosongo GPP.
8. **AIR TANZANIA COMPANY LIMITED** - Proposed construction o paving areas surrounding ATCL House at Ilala, Dar es Salaam, for the Managing Director & CEO of the Air Tanzania Company Limited P. O. Box 543, Dar es Salaam, Tanzania
9. **RURAL WATER SUPPLY AND SANITATION AGENCY (RUWASA)** Proposed construction of water supply infrastructure at Vuga village, Bumbuli, Lushoto, Tanga for the district executive director, Bumbuli District, P. O. Box 111, Bumbuli, Tanga, Tanzania

**From November to December 2017 Annual physical Stock Verification at Diamond Motor Limited,**

**Responsibilities:**

- ✓ Generation of report and perform other duties as assigned by supervisor.
- ✓ Stock taking of all stock in a store.
- ✓ Stock verification to ensure the accurate of the of the recorded data.
- ✓ Data entry & Recording for the future use.
- ✓ Reconciliation of discrepancies
- ✓ To ensure cleanliness and economy in utilization of storage space
- ✓ To maintain proper record of purchasing section to ensure easy accessibility to past and present information of the section.

**From 2016 to 2017 work at Greens Constructions Company Limited**

**Responsibilities:**

- ✓ To handle all Procurement Management Unit responsibilities.
- ✓ Prepare tender documents
- ✓ Maintain an archive/records of the procurement and disposal process
- ✓ Maintain a list or register of all procurement contract awarded
- ✓ Generation of report and perform other duties as assigned by supervisor.
- ✓ Receiving & inspection of goods
- ✓ Participation in tender opening ceremony

**From June, 2015 to October Practical Experiences at Turiani secondary school Kinondoni Municipal in Procurement Department.**

**Responsibilities:**

- ✓ Prepare Purchase Orders and raise GRN for supplier invoices.
- ✓ Reconciliation of Purchase Orders and GRN already issued.
- ✓ Make follow up of supplier payment.
- ✓ Record keeping for the future use.
- ✓ Receiving & inspection of goods
- ✓ Stock taking

**From June, 2013 to October Practical Experiences at Tanzania Police Main Store (PMS) DAR ES SALAAM, in Stores Department.**

**Responsibilities:**

- ✓ Receiving & inspection of goods
- ✓ Register & Dispatch of goods
- ✓ Data entry & Recording for the future use.
- ✓ Inventory control
- ✓ Stock taking
- ✓ Supporting all the functions of procurement management unit

**From April, 2011 to December Practical Experiences at Pangani fm radio**

**Responsibilities:**

- ✓ Presenter
- ✓ Editor
- ✓ News writer

**5. COMPUTER KNOWLEDGE:**

- ❖ **Computer maintenance**
- ❖ **Microsoft Office:**
  - ✓ Ms **Word**, Ms **Excel**, Ms **Publisher**, Internet and E-mail
  - ✓ Adobe Acrobat
  - ✓ Editing

**6: HOBBIES (PERSONAL ATTRIBUTES)**

- ✓ Reading difference books such as Novels and magazine.
- ✓ Willingness to learn and Flexible to working environments
- ✓ Good interpersonal relations regardless of the nature and status of groups.
- ✓ Ability to work as a team and motivate others to be team players.

## **7: REFEREES:**

1. Ernest Samson Laizer,  
Director of Construction Management,  
Greens Construction Limited,  
P.O. BOX 35574,  
Dar es salaam, Tanzania.  
Tel: +255 784 849 280
2. Stuart Shekalage,  
Managing Director,  
P.O. BOX 339009,  
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3. Yangalai Ole Mkulago,  
Advocate,  
Legal wayscope  
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Tel: +255 654 620 461.

**8. DECLARATION:**

I certify that all the information stated in this CV is true and complete to the best of my knowledge.



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