

CARRICULUM VITAE

JEREMIA ELITWAZA MNDEME,
OPERATIONS AND PRODUCTION MANAGEMENT SPECIALIST,
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CAREER OBJECTIVE CAREER OBJECTIVE

Extremely determined Production and operations management specialist with a semi-decade of professional experience. I am an enthusiastic optimist with widespread hands-on experience in operations management, project management, Finance Management, construction management, business administration and production management driven to build career in any business environment. Where I can get the opportunity to prove my ability by accepting challenges, fulfilling the organization vision and climb the carrier ladder through continuous learning and commitment. I possess an assertive, persevering and persuasive personality.

PERSONAL PROFILE

Date of Birth	wednesday;16 th September, 1998
Sex	Male
Marital Status	Married
Language	English and Swahili
Nationality	Tanzanian

ACADEMIC QUALIFICATION

MZUMBE UNIVERSITY	2018-2021	BACHELOR OF SCIENCE DEGREE IN OPERATIONS AND PRODUCTION MANAGEMENT
TANGA TECHNICAL SECONDARY SCHOOL	2016-2018	ADVANCED CERTIFICATE OF SECONDARY EDUCATION MAJORING IN PHYSICS,CHEMISTRY AND BIOLOGY
TANGA TECHNICAL SECONDARY SCHOOL	2012-2015	CERTIFICATE OF SECONDARY EDUCATION MAJORING IN MECHANICAL ENGINEERING(FITTING AND TURNING)

MBIRANI PRIMARY SCHOOL	2004-2011	EARLY EDUCATION AND PRIMARY SCHOOL EDUCATION
KANEMBWA JKT 824	2018	NATIONAL MILITARY SERVICE PROGRAM
FOLK DEVELOPMENT COMMUNITY	2016	CERTIFICATE OF COMPUTER APPLICATION
MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY	2022	CERTIFICATE OF ROAD CONSTRUCTION UNDER LABOUR BASE TECHNOLOGY

PROFESSIONAL EXPERIENCE;

✓ **OPERATION SUPERVISOR**, CONSTRUCTION OF DIGUZI(MOROGORO)WATER SUPPLY PROJECT UNDER – MORUWASSA JUNE 2024-

PROJECT; CONSTRUCTION OF 75M3 STORAGE TANK, PUMP HOUSE, DISTRIBUTION CHANNELS AND WATER POINTS.

- ▮ Supervision of all ongoing site activities including preparation of weekly and monthly reports.
- ▮ Preparation of Bills of Quantities and pricing of BOQ.
- ▮ Identify opportunities for cost saving and propose cost cutting methodologies.
- ▮ Pricing of variations; recording of day works including Civil works, Electrical, logistic and supply and plumbing works.
- ▮ Responsible for preparation of preliminary cost estimates on completion of sketch drawings.
- ▮ Filling up tender document and attending pre tender meeting.
- ▮ Making payment to subcontractor and issuing payment certificate.
- ▮ Preparation of project budget, preparation of Interim payment certificate.
- ▮ Re-measurement and scheduling of materials preparations.
- ▮ Responsible to ensure cost-control of construction project.

✓ **SITE SUPERVISOR (LOGISTIC AND STORE)**; 2023- 2024 CROSSWORLD LOGISTICS AND ENGINEERING PROJECT;

PROJECTS. BWAKILA JUU WATER PROJECT, KIDUGALO WATER PROJECT, LUNDI WATER PROJECT

Activities performed;

- ▮ Supervision of all ongoing site activities including preparation of weekly and monthly reports.
- ▮ Responsible for preparation of preliminary cost estimates on completion of sketch drawings
- ▮ Responsible for controlling and managing site inventories
- ▮ preparations of request as per BOQ and site needs
- ▮ Responsible for scheduling of materials preparations
- ▮ Responsible for preparation of labour contracts

‖ Responsible for identifying cost cutting strategies

- ✓ **MANAGEMENT TRAINEE INTERNSHIP PROGRAM;** (2021-2022) TWYFORD TILES (KEDA CERAMICS) COMPANY LIMITED, CHALINZE PINGO , PWANI TANZANIA
 - Ball Milling Operations
 - Occupational Health and Safety Training

- ✓ **PRODUCTION SUPERVISOR reporting to ASSISTANT PRODUCTION MANAGER;** SIGMA HAIR INDUSTRY (DARLING) 2020
 - Field practical training
 - Internship
 - Final year dissertation

- ✓ **OPERATIONS SUPERVISOR TRAINEER reporting to MANAGING DIRECTOR;** GLOBALPACKAGING LIMITED (2019)
 - Field practical training

COURSE WORKS (Key relevant Coursework and Modules Covered)

- ✓ Professional practices
- ✓ Operation management
- ✓ Project management
- ✓ Business function Management
- ✓ Production management
- ✓ Database management systems
- ✓ **AutoCAD**
- ✓ Procurement and logistics management
- ✓ Business law
- ✓ Industrial Marketing
- ✓ Occupational health and safety
- ✓ Machining process and design
- ✓ ROAD CONTRUCTION UNDER LABOUR BASE TECHNOLOGY

SPECIAL SKILLS

Acquired skills in computer which are Microsoft office such as MS Word, **MS Excel**, MS Power point, AutoCAD and AutoCAD application, MYSQL, ORACLE and programming.

LEADERSHIP SKILLS

- ✓ MINISTER OF SOCIAL WALFARE AT MZUMBE UNIVERSITY 2022

- ✓ PRESIDENT CONTESTANT AT MZUMBE UNIVERSITY STUDENT ASSOCIATION AT 2022 ELECTION
- ✓ MEMBER OF PERLIAMENT AT MZUMBE UNIVERSITY
- ✓ HOUSE LEADER AT TANGA TECHNICAL SECONDARY SCHOOL.
- ✓ CLASS MONITOR.

AWARDS AND HONOURS RECEIVED

- ✓ Certificate for Excellent performance, Best final year degree student; BEST STUDENT WITH HIGHEST **G.P.A OF 4.2** IN BACHELOR OF SCIENCE IN PRODUCTION. AND OPERATIONS MANAGEMENT.
- ✓ DR MICHAEL MANGULA PRIZE FOR THE BEST STUDENT IN OPERATIONS MANAGEMENT.
- ✓ KEDA CERAMICS RECOGNITION FOR THE BEST PERFOMER IN INTERNSHIP PROGRAM.

VOLUNTEER AND OTHER EXPERIENCES

- ✓ Volunteered for military program at Jeshi la Kujenga Taifa (JKT) at KANEMBWA 824KJ in2018

HOBBIES AND INTERESTS

I love computer gaming, writing codes and programming in my free time, I also love sports, gym and social gathering and cooking traditional meal MLENDLA.

REFEREES

1. Name: Qs. DANIEL E.

Position: QS AT NAOT

Address: P.O. Box 35176, Dar Es Salaam.

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2. Name: Engineer Nasibu Moshi

Position: Engineer at CROSSWORDL

ENGINEERING Ltd.

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