

BAKARI R. MSANGI

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PERSONAL INFORMATION

Date of Birth : 21th December 1995
Marital Status : Single
Languages : Swahili & English (Written & Spoken)
Gender : Male
Nationality : Tanzanian

PREAMBLE

I possess strong communication skills in both English and Swahili, and I am self-motivated, hardworking, and disciplined. I am a team player who takes great pride in completing tasks to the highest standards. I am dedicated to achieving optimal results and strive to contribute effectively to organizational goals.

FORMAL EDUCATION BACKGROUND

Date	Institution	Award
2024	College of Business Education	Bachelor in procurement and Supply management
2020	College of Business Education	Diploma in procurement and Supply management
2018	College of Business Education	Certificate in procurement and Supply management
2016	Ridhwaa Seminary School	Secondary Education

CURRENT WORK

Intern Procurement Officer at The Office of Treasury Registrar

WORK EXPERIENCE

July 2024 to now

THE OFFICE OF TREASURY REGISTRAR

Intern Procurement officer position

Duties and Responsibilities

- 1. Receiving, Organizing, and Filing Reports;** Ensuring accurate filing of monthly and quarterly reports in an efficient and systematic manner.
- 2. Preparing Local Purchase Orders (LPO);** Creating and processing Local Purchase Orders through the MUSE system.
- 3. Issuing Goods from Store to Other Departments;** Managing the distribution of goods to various departments in an organized manner.

4. **Preparing Evaluation and Inspection Reports;** Conducting evaluations and inspections, then preparing detailed reports based on findings.
5. **Drafting Circular Resolutions (CR);** Preparing and issuing Circular Resolutions for internal communication and decision-making processes.
6. **Preparing Internal Memos.** Writing and distributing internal memos to communicate important information within the organization.
7. **Recording Items in Store Ledger;** Accurately maintaining and updating records in the store ledger for inventory management.
8. **Coordinating with Vendors and Suppliers;** Communicating with external vendors to ensure timely delivery and quality of goods or services.
9. **Inventory Management and Stock Control;** Overseeing stock levels, ensuring proper inventory management, and conducting regular stock audits.

July 2022 to December 2022

TANZANIA ELECTRIC SUPPLY COMPANY LIMITED

Stores Assistant position

I work as an Intern and I execute different tasks as follows

1. **Issuing and Posting of Store Requisition Vouchers (SRV):** Responsible for managing and posting all store requisition vouchers to ensure accurate documentation and inventory tracking.
2. **Material Loading and Offloading:** Coordinating and overseeing the safe and efficient loading and offloading of materials and equipment to ensure smooth logistics operations.
3. **Inventory Organization and Storage Management:** Ensuring the proper arrangement and organization of store items to maximize space and streamline inventory management.
4. **Approval of Stores Issue Vouchers (SIV):** Reviewing and approving stores issue vouchers for material pick-up and distribution to customers, ensuring accuracy and timeliness.
5. **Preparation of Requests to Purchase (RTP):** Drafting and submitting requests to purchase materials to maintain stock levels and support operational needs.
6. **Report Generation and Documentation:** Preparing and maintaining inventory reports and other documentation as required for management and operational purposes.

May 2019 to Augst 2019

I worked at NATIONAL SOCIAL SECURITY FUND (NSSF) as Field Attachment Student in
Procurement Management Unit.

For the time variably I worked in different offices as follow and performed some of duties as I was assigned

1. **Preparation and Issuance of Tender Documents:** Responsible for drafting, preparing, and issuing tender documents in accordance with procurement policies and organizational needs.
2. **Preparation of Invitations to Bidders:** Preparing and sending out invitations to potential bidders, ensuring clear communication of project requirements and submission guidelines.

3. **Development of Annual Procurement Plan:** Preparing and managing the organization's annual procurement plan, aligning procurement activities with organizational goals and budget.
4. **Tender Opening:** Overseeing the opening of tenders in a transparent and compliant manner, ensuring all submissions are duly recorded and evaluated.
5. **Document Management and Maintenance:** Ensuring all procurement-related documents are accurately maintained, updated, and readily accessible for reference and auditing purposes.

COMPUTER SKILLS

Microsoft Package (Excel, Word, Power point)

REFEREES

SAIDI M. MBARUKU

Client service assistance,
International organization for
migration (UN Migration),
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GODWIN MUZE

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DECLARATION

I hereby declare that the content given in this document is true in its contents and context and I am ready to justify it any time when it seems necessary.