

CURRICULUMS VITAE (CV)

| PERSONAL PARTICULARS | |
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| Full Name | Fadhili Sunta Mnyawi |
| Nationality | Tanzanian |
| Gender | Male |
| Marital Status | Single |
| Date of Birth | 5 th June 1992 |
| Place of Birth | Singida |
| Permanent Home Address | Dar es Salaam |
| Personal Contact | 0625-786 362 |
| E-mail Address | mnyawif56@gmail.com |
| Languages | Fluent English and Swahili |

CARRIER OBJECTIVE

I can utilize my skills, communication skills and presentation skills, innovative ideas, with leadership qualities and analytical power and ready to face new challenges and will be able to learn continuously and grow consistently adding value to the organization through the capabilities, technique and skills.

EDUCATION BACKGROUND

| Name of Institute/School | Year | Awarded Certificate\ |
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| Vocational Education And Training Authority (VETA). | 2020 | Certificate of Competency in Welding and Metal Fabrication |
| National Institutes of Transport (NIT) | 2017-2020 | Bachelor Degree in Procurement and logistics Management |
| Sangu Secondary School | 2015-2017 | Advanced Certificate Secondary Education |
| Iyunga Secondary School | 2014 | Certificate of Secondary Education |

TRAINING

Computer Training: I have adequate and comprehensive knowledge in computer application including MS Windows, MS Office and Internet and E-mail.

Welding and Metal Fabrication: I have adequate knowledge and skills in welding and metal fabrication including performing fabrication works according to the drawing, business skills, cutting grading and joining metal by weld and designed different structure.

RESEARCH WORK

MNYAWI, Fadhili S (2020). “Assessment on Effectiveness of Inventory Management in Parastatal Organization”. Medical Stores Department (MSD).

| PROFESSIONAL WORK EXPERIENCE | |
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| ORGANIZATION | TANZANIA ZAMBIA RAILWAY AUTHORITY (TAZARA) |
| LOCATION | MBEYA |
| TITLE | ASSISTANT STORE KEEPER |
| DURATION | FEBRUARY 2018 – MAY 2018 |
| TASK | <ul style="list-style-type: none">• To receive raw material, components, tools, equipment, and other items and accounts for them property.• To provide adequate and proper storage and preservation to the various items or goods.• To check and provide proper classification and codification of material• To issue the material as per material issue requisition note and duly signed and authorized.• Managed to record and updating stock cards after materials counting exercise performance• To ensure the correctness in the quality, quantity, specifications and condition of the materials received from vendor• To ensure smooth issue of materials to the required department• To participate in stock taking process |

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| ORGANIZATION | MEDICAL STORE DEPARTMENT (MSD) |
| LOCATION | KEKO MWANGA DAR ES SALAAM |
| TITLE | ASSISTANT PROCUREMENT OFFICER AND CLEARING AND FORWARDING OFFICER |
| DURATION | 23RD JULY 2019 – 13TH NOVEMBER 2019 |
| TASK | <ul style="list-style-type: none"> • To participate in preparing for annual procurement plans for purchase of equipment's, service and supplies that is medical and medical device • To assist procurement officer and his assistants in raising quotations, quotation analysis preparing the tender and procurement document • To managing inventories and maintaining accurate purchasing and price record • To participate in preparing budgets, cost analyses and report • To participate in preparing of schedule of requirement for user department • To maintaining and updating supplier information such as qualifications, delivery time and product range • To ensure the correctness in the quality, quantity, specifications and condition of the materials received from vendor • To ensure accurate accounting of the materials received are equal to physical count and document written from supplier • To apply Permit at Tanzania Medical and Medicine Device Authority (TMDA) • To participate in opening of tenders, quotations and evaluation • To make Declaration of document C36 at Tanzania Revenue Authority (TRA) for clearing of medical device and medicine. • To filling various document including bill approval and tally sheet and delivery note, quotations minute and contract • To prepare monthly reports, record and update stock card after materials counting exercise • To taking minutes of departmental meeting |

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| ORGANIZATION | MHASIBU CONSULTANT |
| LOCATION | IPEMBE, NEAR NBC BANK SINGIDA MUNICIPAL |
| TITLE | ASSISTANT PUBLIC ACCOUNT AND TAX CONSULTANT |
| DURATION | 21ST DECEMBER 2020 TO 14TH JUNE 2021 |
| TASK | <ul style="list-style-type: none"> • To make self-assessment of corporate tax statement estimated tax payable for individual and different company • To prepared and post expenses to cash book • To closed and submit monthly VAT return at Tanzania Revenue Authority through e-filling system • To participate in close final financial position statement of the year and submit Tanzania Revenue Authority • To prepare payroll and calculate PAYE, SDL and submit at TRA |
| ORGANIZATION | VIJANA SINGIDA AUTO MOBILE GARAGE PARTS SERVICE LIMITED |
| LOCATION | UTEMINI INDUSTIAL AREA SINGIDA MUNICIPAL |
| TITLE | ASSISTANT ACCOUNTANT AND STORES |
| DURATION | 23RD JUNE 2021 TO 1TH MAY 2023 |
| TASK | <ul style="list-style-type: none"> • To preparation and write delivery note, proforma invoice, dispatch book and tax invoice for all services rendered • Reviewing sales invoices by making sure we bill for all services rendered and correct rates having been applied. • Check books, payment voucher, payment certificate and petty cash voucher preparation • To operate electronic fiscal devices (EFDs) machine for daily Z report summary and receipt of sales. • To forecasting financial risk analysis and analyzing business plan. • To participating in closing final books of account i.e., financial position , Income statement and trial balance • To reviewing supplier invoices and making sure all supplies are paid on time. • To preparation of monthly bank reconciliation statement. • To check balance and counting of items in stores and ensure items delivery on time. |

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| ORGANIZATION | SINGIDA SUPER QUALITY OIL MILLS |
| LOCATION | MISUNA, SINGIDA MUNICIPAL |
| TITLE | ASSISTANT ACCOUNTANT AND WAREHOUSE |
| DURATION | 15TH MAY 2023 TO 5TH FEB 2024 |
| TASK | <ul style="list-style-type: none"> • To manage all accounting transaction ie trial balance, balance sheet, cash book, • To prepare budget forecasting and reconcile accounts payable and receivable. • To preparation of monthly bank reconciliation statement. • To collect sunflower oil and recorded in to store ledger. • To prepare week machine report performance for grinding sunflower • Check books, payment voucher, payment certificate and petty cash voucher preparation. • To operate electronic fiscal devices (EFDs) machine for daily Z report summary and receipt of sales. • To preparation and write delivery note, proforma invoice, dispatch book and tax invoice for all services rendered. • To publish financial statements in time. • To compute taxes and prepare tax return. • To handle monthly, quarterly and annual closing. • To manage balance sheets and profit/loss statement |

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| ORGANIZATION | CIMC WETRANS LOGISTICS (TANZANIA) COMPANY LIMITED |
| LOCATION | 7th FLOOR SALAMANDER TOWER, SAMORA AVENUE, DAR ES SALAAM |
| TITLE | ASSISTANT ACCOUNTANT & CASHIER |
| DURATION | 10th FEBRUARY 2024 UP TO NOW |
| TASK | <ul style="list-style-type: none"> • Job cost, to prepared and enter to tally petty cash entries for (Safari expenses, Loading expenses, Road expenses, Border expenses Fuel expenses, Weight bridge and other expenses). • Safari expenses, to manage all 47 trucks (TZ&EA) trucks driver paid allowance for each job and routers • Border expenses, to being payments of all boarder expenses to border agents and follow up a document for attachments • Road expenses, to manage all expenses arising during start joinery (along the road) for each job and trips to destinations • Carrier license, to processing for renewal for each truck when a expire ie COMESA, CARBON PERMIT • Fuel expenses, to manage fuel for each truck according to trip and destination from point of loading and point of offloading • Petty cash, to maintain small amount TZS 2million float for daily basis when money needed |

FUTURE FOCUS

It's my precious ambition to become a professional in Stores, Sales, inventory, warehouse management and Data issues expert; it is my interest to become agent of change in highly innovative industry/ International Institute.

REFEREE

- ✓ Ms. MARY RINGO
MANAGER CLEARING AND FORWARDING
MEDICAL STORE DERARTMENT (MSD)
Email: mringo48@gmail.com
Cell: +255 735 375 333, +255 754 375 333
P.O. Box 9081
DAR ES SALAAM.
- ✓ MR. SEIF DAFFI
PUBLIC ACCOUNTANTS AND TAX CONSULTANTS
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- ✓ MR. MKAMA MBUGUMA
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DECLARATION

Fadhili S. Mnyawi I certify that the information given in this curriculum vitae are true and accurate to the best of my knowledge.