

CURRICULUM VITAE (CV)

PERSONAL INFORMATION

Surname : MUSHI
Middle Name : PAUL
First Name : CHRISTINA
Permanent Address : DAR ES SALAAM
Date of Birth : 14/09/1998
Place of Birth : MOSHI
Gender : FEMALE
Marital Status : SINGLE
Nationality : TANZANIAN
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PROFILE

To be very effective and professional by making valuable contribution to the organization by using my skills, experience, talent and qualification obtained.

EDUCATIONAL BACKGROUND

EDUCATION INSTITUTION	YEAR	AWARD
National Institute of Transport (NIT)	2018-2021	Bachelor Degree in Procurement and Logistic Management
Dakawa Secondary School	2016-2018	Advanced Certificate of Secondary Education
Karanga Secondary School	2012-2015	Certificate of Secondary Education
Shirimatunda Primary School	2005-2011	Certificate of Primary School Education

EXPERIENCE

Company: DANGOTE CEMENT (September 2023 to Date)

Position: CNG-STORE ANALYST

Responsibilities

- ❖ To ensure availability of material used in day-to-day operations.
- ❖ To request cash purchase for urgently items.
- ❖ Assist in establishment of periodic materials requirements of the Station and ensure their timely procured at minimum cost and with due regard to quality and quantity specification.
- ❖ To follow up with ERP team and Procurement team on status of items which we requested.
- ❖ To perform all stores activities including,
 - Receiving and inspection of items from the plant and suppliers.
 - To ensure proper store arrangement.
 - To make sure all received and issued items are recorded in ledger book.
 - To conduct periodic and annual stock-taking at Store.
 - To maintain proper records.
 - Handled incoming and outgoing mails.
 - To provide cleaning items to cleaner on time.
- ❖ To make sure all procurement policies and procedures are follow
- ❖ To fill ATC-vouchers of all the trucks.
- ❖ To prepared daily report of all the trucks filled at the station.
- ❖ To prepare and update Monthly report.
- ❖ To provide proper information, guidance and support to the clients which enhancing the relationships.

Internship (February 2022 –September 2023)

Company: DIGNITY KWANZA

Position: Ass. Procurement Officer

Responsibilities

- Implementation of Procurement and Supplies policies and Plan.
- Prepare strategic procurement plans and budget.
- Oversee the maintenance and safeguarding of procurement records and documents.
- Purchase goods and service

Practical Training (July 2019 – September 2019)

Government Procurement Services Agency (GPSA)

Position: Ass. Procurement Officer

Responsibilities

- To receive goods from the Suppliers.
- To record items, issue and receiving in a Bin Card
- To record received items into system stock ledger.
- To insure safety of the packing equipment under control (Inspection)
- Accounts of broken/damaged or expired items to supervisor.
- To dispatch items as per order (s)
- Prepare Tender Document
- Prepare Minutes of Tender opening

Practical Training (August 2020 – September 2020)

Company: KAMAKA Company Limited

Position: Store Keeper

Responsibilities

- To prepare Delivery Note
- To prepare Invoice Note
- Management of Warehousing
- Selling and Purchasing of goods

KEY COMPETANCIES AND SKILLS

Creative, detail oriented and organized, Communication and interpersonal skill, Analytical and problem solving skills, Leadership and Supervisory skills

The following are competencies that I have been delivering:-

- **LEADERSHIP**

I have good convincing power by inspiring and organizing staffs to work towards clearly defined common objectives and stimulate initiatives.

- **COMMUNICATION**

I respond well by providing clear, concise and accurate information. I have good command skills and knowledge verbally and written on issues appear to be important to internal and external customers.

- **INNOVATIVENESS**

I seek creative ideas and then develop and implement them so that they provide maximum value. I create an environment where people's new ideas can be heard and supported.

- **PUBLIC RELATIONS AND CUSTOMER CARE**

I provide service with courteous and ensure that customer are satisfied with the service so that to portray a positive image of organization..

- **TIME MANAGEMENT**

I maintain short and long term plans to achieve yearly and multi-year goals, I apply a systematic process to accomplish work responsibility, activities and task in timely manner.

- **SELF CONTROL AND CONFIDENCE**

I have ability to work with minimum supervision. I diffuses stressful situations and calms others

- **TEAM WORK**

I have ability to work co-operatively and collaboratively within the organization and externally at large. I am self motivated, flexible to participate willingly and actively in team activities.

INTERESTS

- ✚ Reading Novel
- ✚ Watching Television and listening to Radio
- ✚ Exchanging views
- ✚ Netball player and Swimming.

REFEREES

1. **Mr. Eliud .S. Majami**
Lecture
National Institute of Transport
Contact: 0652724157
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2. **Mr. Boazi .C. Mgeni**
Mechanical Engineer
Dangote Cement Ltd
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3. **Stephen .R. Nhwagy**
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Dangote Cement Limited
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DECLARATION

I solemnly declare that all above information is correct and valid to the best my knowledge and belief.

Signature

Date.....

CHRISTINA .P. MUSHI