



# FARAJI BASHIRU MCHELE

## SALES, MARKETING, PROCUREMENT AND LOGISTICS MANAGEMENT

### CONTACT



+255 752206641



farajibashiruinfo@gmail.com



Tanzania Dar es Salaam

### SPECIAL SKILLS

#### Soft Skills

- Excellent Verbal and written skills
- Creative and Factual writing
- Public speaking, excellent presentation and persuasion
- Leadership Skills
- Problem solving skills
- Collaborative team member

#### Hard Skills

- Strategic planning
- inventory/stock Management
- legal Document Preparation & analytical skill

### SOFTWARE

- MS Word
- MS Excel
- MS Power Point
- MS Publisher
- Illustrator
- Audition

### HOBBIES

- Writing
- playing Monopoly
- Purchasing in small shop
- Traveling

### REFERENCE

#### Lusubilo P. Magoha

Inventory Officer  
Dar es salaam Serena Hotel  
+255 717 990 306  
lumagoha@gmail.com

#### Shabani Majidi Sudi

Biomedical Engineer  
Harley's Company Ltd  
Tel: +255 769447499

#### Jonston Westone

Disaster preparedness Manager  
(Tanzania Red Cross Society)  
Tel +255 755163732

### PERSONAL PROFILE

I am self-motivated and capable of working under pressure, I have a clear and logical mind with a creative and practical approach to problem solving and eager to be challenged in order to grow and improve my skills. As a true professional, I enjoy working on my own initiative or in a team. I am reliable, trustworthy, eager to learn and responsive to multicultural environment.

### ACCADEMIC PROFILE

#### Bachelor Degree in Procurement and Logistics Management

National Institute of Transport (NIT) 2016 – 2019

#### Advanced Certificate of Secondary School Education

Kanyigo Secondary School 2014 – 2016

#### Certificate of Secondary School Education

Katoro Islamic Secondary School 2010 - 2013

### EXPERIENCE AND INTERNSHIPS

#### INTERSTATE FARM COMPAN LTD (MPOLA HALIS COFFE) July2022- Present

##### Position; Sales and Marketing Manager

**Achievement;** Credit collection 90% regional sales control Zanzibar, songea, Iringa, Njombe Arusha Moshi, Tanga, Morogoro, Dodoma, Singed and kondo, MPOLA COFFEE BAR manager, Heads of Baristas, Espresso Machine controller, EFD specialists, logistics supervisor, generating daily / weekly/monthly reports, Data entry, record keeping

#### AMIRY HAMZA T LTD (AMIMZA COFFEE)

January 2021 – June 2022

##### Position; Sales and Marketing Supervisor

**Achievement;** regional sales control Arusha Moshi, Tanga, Morogoro, Dodoma, Singed and kondo, Sales Increment from 20% UP TO 80%, Coffee expert, event controller (SABASABA FESTIVAL), Stock taking, Transport and delivery, generating daily / weekly/monthly reports, Data entry, Record keeping

#### AMIRY HAMZA T LTD

June 2020- - January 2021

##### Position: Logistic and transport Officer

**Achievements:** Vehicle Inspection and services, Route planer, Upcountry route Monitoring, Record keeping, Stock taking, Transport and delivery, Generating daily/weekly/monthly reports, writing. Minute and meeting preparation, GPS vehicle tracking & fleet management software

#### DAR ES SALAAM SELENA HOTEL

April 2019- November 2019

##### Position: Assistance inventory Manager

**Contributions** Receiving Goods, Legal advice about contracts., Supplier Negotiations, Stock taking, Transport and delivery, generating daily / weekly/monthly reports, Data entry, Record keeping

#### AZANIA GRÔUP HEÄD QUARTER

March 2018- June 2018

##### Position: Sales and Marketing coordinator (Volunteer)

**Contributions** Generating daily / weekly/monthly reports, writing, Business Negotiation,

#### REGIONAL COMMISSION OFFICE (KAGERA)

March 2017 – June 2017

##### Position: Assistance Procurement officer

**Contribution:** writing & producing formal documents, strategical tactical, Planning implementing and controlling cost efficient, C ordinate Transport and delivery, Stork taking phvsically.

### PROFESSIONAL MEMBERSHIPS

-Federation Procurement and student Association Tanzania (FPSSA)

=NIT-Procurement and Supply Student Association (PSSA) 2017-Current