



Julius Demetrius Kiding'a

Procurement professional experienced in managing supplier relationships, negotiating contracts, and ensuring cost-effective procurement of goods and services. Adept at streamlining purchasing processes, improving vendor performance, and maintaining compliance with industry regulations. Focused on achieving high standards of operational efficiency and supporting business objectives through strategic sourcing.

CONTACT

- Dar es Salaam, Tanzania
- +255-746131509
- kidingaj59@gmail.com

SKILLS

- MS Office
- COUPA
- GEP
- Internet and E-mail
- NeST
- TANCIS
- TRA Portal
- SAP
- Procurement auditing
- Contract management

LANGUAGES

English: C2

Proficient

Swahili: C1

Advanced

PERSONAL INFORMATION

- Date of birth: 06/10/97
- Gender: Male
- Nationality: Tanzanian

REFERENCES

- Tatu Mrisho Budi, Kondoaa
Council-Dodoma, Accountant,
P.O.BOX 1, Kondoaa, Dodoma,
0713520333,
Tatubuddy401@gmail.com
- Eng. Steven Felician Mushi,

EXPERIENCE

Procurement Manager

STEPUP INTERNATIONAL LIMITED - Dar es salaam, Tanzania

- 06/2023 - Current
- Prepared and maintained comprehensive procurement documentation, including contracts, proposals, and supplier evaluations, for audit compliance.
 - Mitigated supply chain risk through proactive planning and by enforcing stable contracts.
 - Optimised delivery schedules and logistical operations for time-effectiveness.
 - Trained staff on procurement policies and procedures to promote consistent supplier sourcing.
 - Assessed supplier performance through regular reviews and feedback sessions, promoting continuous improvement.
 - Researched market trends, trading reports and promotional materials.

Internship Procurement and logistic officer

ALAF LIMITED - Dar es salaam, Tanzania

- 03/2023 - 06/2023
- Reported on procurement activities and achievements to senior management, providing insights for strategic decision-making.
 - Reviewed and updated procurement policies and procedures to reflect changes in legislation and best practices.
 - Established rigorous tracking and reporting frameworks to identify challenges and achieve KPIs.
 - Prepared reports outlining business intelligence and management information to guide strategic decision making.
 - Implemented sustainable procurement practices, contributing to corporate social responsibility goals and environmental standards.
 - Assessed supplier performance through regular reviews and feedback sessions, promoting continuous improvement.

Internship as Procurement and logistics officer

Sokoine University of Agriculture

- 01/2022 - 03/2023
- Assist in preparation of various procurement reports
 - Proper procurement Records keeping
 - Purchasing and receiving goods from suppliers
 - Collecting of quotations from different suppliers
 - Preparation of Verification Report
 - Processing and replenishment of requisitions
 - Preparation of Local purchase order and Goods Received Note
 - Participating in yearly stocktaking
 - To prepare statistical analysis of purchases

Internship Procurement and logistics officer field practical training

Sokoine University of Agriculture

Tanzania Cigarette Company
Limited, Process Engineer,
P.O.BOX, Dar es Salaam, 40114,
0653243262,
Steven_felician@yahoo.com

- Herry Mghase, Alaf Limited,
Logistics and Warehouse
Manager, P.O.BOX 2070, Dar es
Salaam, 0753890553,
herry.mghase@safalgroup.com

HOBBIES AND INTERESTS

- Reading Books Journals and
Articles
- Providing Welfare services
- Sport and Games
- Consultancy on professional
matters

DISCLAIMER

Julius Demetrius Kiding'a,
03/06/24, I do hereby declare that
the information given here is true,
complete and correct to the best of
my knowledge.

CERTIFICATIONS

Certified procurement and logistic
officer
REG NO:PSPTB-2024-063955

- 07/2022 - 08/2022
 - Assist in preparation of various procurement reports
 - Proper procurement Records keeping
 - Purchasing and receiving goods from suppliers
 - Collecting of quotations from different suppliers
 - Preparation of Verification Report
 - Processing and replenishment of requisitions
 - Preparation of Local purchase order and Goods Received Note
 - Participating in yearly stocktaking
 - To prepare statistical analysis of purchases

Procurement & logistics officer field practical training
Tanzania Revenue Authority

- 07/2021 - 08/2021
 - Issuing of supplies to various user departments
 - Participating on quarterly stock taking exercise
 - Preparation of quarterly stocktaking
 - Preparation of inventory register
 - Preparation of Local Purchase Order
 - Participating in yearly stocktaking exercise
 - Preparation of report

EDUCATION

01/2021
Bachelor's degree procurement and logistics management
National Institute of Transport (NIT) - Dar es salaam

01/2018
Advance certificate secondary education (ACSEE)
Vudoi secondary school

01/2015
Certificate secondary education (CSEE)
Morogoro Secondary School

01/2011
Certificate primary school
Bernhard Bendel English medium primary school - Morogoro