

CURRICULUM VITAE (CV)

1: PERSONAL INFORMATION:

Full Name : Rashidi Mussa Kupaza
Professional : Procurement & Supplies Management
Email : rashidikupaza1@gmail.com
Cell Phone : +255 655 999 953 / +255 612 898 961
Sex : Male
Driving license Class : A, B, D, E, F,G
Languages : Fluent in Kiswahili & English
Current Address : Dar es salaam, Tanzania.

2: CAREER OBJECTIVE:

To find a challenging position to meet my competencies, capabilities, skills, education and experience. Also to secure a job opportunity in an organization that provides an opportunity to exploit and expand my knowledge, work in a challenging environment for career growth and development.

3: EDUCATIONAL BACKGROUND:

<u>Year of study</u>	<u>Institution</u>	<u>Certificate awarded</u>
2014-2018	College of business education (bachelor degree in procurement and supplies management)	Certificate awarded (NTA level 7-8)
2012-2014	College of business education (diploma in procurement and supplies management)	Certificate awarded (NTA Level 5-6)
2011-2012	Dar es salaam institute of Journalism and Mass Communication	Basic Certificate in Journalism and mass communication
2007-2010	Nyerere Memorial Practicing secondary school (ordinary level)	Certification of secondary Education examination (CSEE)
2000-2006	Mombo primary school (primary level)	Certificate of primary Education

4: PROFESSIONAL SKILLS/ TRAININGS):

From 2018 to 2023 Greens Constructions Limited Procurement and Supplies Officer

Responsibilities:

- ✓ Generation of report and perform other duties as assigned by Managing Director.
- ✓ Prepare tender documents .
- ✓ Source and evaluate suppliers to ensuring cost effectiveness, quality and reliability.
- ✓ Negotiate contracts and terms with vendors to secure favorable deals.
- ✓ Receipt, storage and issue of materials and related reporting in accordance with established procedures.
- ✓ Collaborate with departments to understand materials and service requirements.
- ✓ Participation in tender opening ceremony.
- ✓ Account for all materials and supplies in the stores facilities, audits received goods.
- ✓ Prepare Purchase Orders and raise Goods Received Notes for supplier invoices.
- ✓ To supervise proper use of office equipment and vehicles.
- ✓ Reconciliation of Purchase Orders and Goods Received Notes.
- ✓ Make follow up of supplier payment.
- ✓ To maintain proper record of purchasing section to ensure easy accessibility to past and present information of the section.
- ✓ Coordinate Inventory control and stock management to prevent shortage or overstocking.

By other time I collaborate with Accounting department responsibilities:

- ✓ To undertaking financial administration and Project analysis.
- ✓ Administering payrolls; through follow ups of advances and loans.
- ✓ Controlling income and expenditure daily and submitting report to the management.
- ✓ Bank reconciliation and monthly budgeting.
- ✓ Making different payments to the Authority/People/Projects.
- ✓ Issuing receipts and makes follow-ups for payments.
- ✓ All duties assigned by Managing Director.
- ✓ Ensuring compliance with taxation legislation as well as preparation of VAT return report.

The following are the projects that I participate in execution and management of procuring and supplying of building materials in Greens Construction Limited.

- 1. NATIONAL INSURANCE CORPORATION (NIC) -** Rehabilitation of NIC (T) LTD Head Office Building for NIC (T) LTD Head Office P. O. Box 9264, Dar es Salaam, Tanzania
- 2. TANZANIA FOREST SERVICE AGENCY -** Proposed design and build for steps at Kalambo waterfalls – Rukwa Region for the Chief Executive, Tanzania Forest Service Agency (TFS), P.O. Box 40832, Dar Es Salaam.
- 3. BANK OF TANZANIA – MBEYA BRANCH -** Proposed Renovation of Branch Director and Manager Finance and Administration House Uzunguni, Mbeya, the Tanzania for the Bank of Tanzania
- 4. GAS COMPANY (TANZANIA) LIMITED -** Repair Of Office & Residential Buildings –Songosongo GPP.
- 5. AIR TANZANIA COMPANY LIMITED -** Proposed construction o paving areas surrounding ATCL House at Ilala, Dar es Salaam, for the Managing Director & CEO of the Air Tanzania Company Limited P. O. Box 543, Dar es Salaam, Tanzania
- 6. RURAL WATER SUPPLY AND SANITATION AGENCY (RUWASA)**
Proposed construction of water supply infrastructure at Vuga village, Bumbuli, Lushoto, Tanga for the district executive director, Bumbuli District, P. O. Box 111, Bumbuli, Tanga, Tanzania

From November to December 2017 Annual physical Stock Verification at Diamond Motor Limited,

Responsibilities:

- ✓ Generation of report and perform other duties as assigned by supervisor.
- ✓ Stock taking of all stock in a store.
- ✓ Stock verification to ensure the accurate of the recorded data.
- ✓ Data entry & Recording for the future use.
- ✓ Reconciliation of discrepancies
- ✓ To ensure cleanliness and economy in utilization of storage space
- ✓ To maintain proper record of purchasing section to ensure easy accessibility to past and present information of the section.

5. COMPUTER KNOWLEDGE:

❖ Computer maintenance

❖ Microsoft Office:

- ✓ Ms **Word**, Ms **Excel**, Ms **Publisher**, Internet and E-mail
- ✓ Adobe Acrobat
- ✓ Editing

6: HOBBIES (PERSONAL ATTRIBUTES)

- ✓ Reading different books such as Procurement Journals
- ✓ Volunteering in Community Projects.
- ✓ Problem solving games
- ✓ Willingness to learn and Flexible to working environments
- ✓ Ability to work as a team and motivate others to be team players.

7: REFEREES:

1. Ernest Samson Laizer,
Director of Construction Management,
Greens Construction Limited,
P.O. BOX 35574,
Dar es salaam, Tanzania.
Tel: +255784849280
2. Stuart Shekalage,
Managing Director,
P.O. BOX 339009,
Dar es salaam, Tanzania.
Tel: +255 676 446 277.
3. Yangalai Ole Mkulago,
Advocate,
Legal wayscope
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Tel: +255654620461.

8. DECLARATION:

I certify that all the information stated in this CV is true and complete to the best of my knowledge.



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