

CURRICULUM VITAE

RAMADHANI HUSSEIN

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1. PERSONAL PARTICULARS

Full Name : Ramadhani A. Hussein
Place of birth : Dodoma
Residential Place : Dar essalaam
Nationality : Tanzania
Sex : male
Marital Status : Single

2. PERSONAL PROFILE

Motivated and detail -oriented in management principles, accounting, procurement and supply techniques, marketing, project monitoring and evaluation, business laws and organizational operations. Skilled in effective communication, problem-solving, and strategic thinking, with the ability to work both independently and collaboratively in diverse environments. Demonstrates a commitment to continuous learning and professional growth, aiming to contribute positively to organizational success through sound business practices and innovative solution.

3. ACADEMIC BACKGROUND

DATE	INSTITUTION	AWARD	REGION
2022 - 2024	TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)	Diploma in procurement and logistics management	Dar es salaam
2021-2022	PUGU SECONDARY CENTRE	Advanced certificate of Secondary Education Examination(ACSEE)	Dar es Salaam
2019-2020	PUGU SECONDARY CENTRE	Certificate of Secondary Examination (CSEE)	Dar es Salaam
2014-2017	BUYUNI SECONDR Y SCHOOL	Certificate of Secondary Examination (CSEE)	Dar es salaam
2006-2013	BUYUNI PRIMARY SCHOOL	Primary School Leaving Certificate Examination (PSLE)	Dar es salaam

4. WORKING EXPERIENCE

1. FIELD AND PRACTICAL AT CHANIKA HEALTH CENTRE (3 MONTHS)

Department	Activities
PMU	✓ Assisted in supplier evaluation and selection to ensure quality and cost effectiveness.
	✓ Participated in preparation of purchases order and requisitions.
	✓ Supported in stock management inventory control, and record-keeping.
	✓ Gained hands-on knowledge procurement procedures, tendering and contract management.
	✓ Collaborated with senior officers in vendor negotiations and delivery follow-ups.

2. INTERNSHIP (on - going) – CHANIKA HEALTH CENTRE

July 23, 2024 - Present

- ✓ Assisting in procurement and supply chain activities, including sourcing and supplies management.
- ✓ Supporting preparation of purchase orders, quotations, and related documentation.
- ✓ Managing record and inventory update for smooth operational flow.
- ✓ Gaining practical exposure to mining operations and general supplies management.

5. PROFESSIONAL SKILLS

Computer Literacy

❖ *Computer Skills*

- ✓ *Microsoft Office Application: Microsoft Word, Excell, Publisher*

Language skills

<u>Language</u>	<u>Speaking</u>	<u>Listening</u>	<u>Reading</u>	<u>Writing</u>
English	Excellent	Excellent	Excellent	Excellent
Swahili	Excellent	Excellent	Excellent	Excellent

Other skills

- ✓ Management skills
- ✓ Leadership & teamwork
- ✓ Financial & accounting knowledge
- ✓ Computer skills
- ✓ Time management

6. PERSONAL ATTRIBUTES

- ✓ Strong analytical and Problem-solving skills
- ✓ High level of integrity and ethical decision-making
- ✓ Ability to work under pressure and meet deadlines.
- ✓ Adaptable and eager to learn new systems and process

7. INTERESTS/HOBBIES

- ✓ Reading books/articles on business strategy and logistics
- ✓ Participating in business forums and procurement workshops
- ✓ Volunteering in community projects that involve planning and resources management.
- ✓ Adaptable and eager to learn new systems and process

8. REFEREES

S/N	Name	Institute	Position	Permanent Address	Telephone Number	E-mail Address
1	PRISCA LYITU	CHANIKA HEALTH CENTRE	Head of procurement	P.O Box 20950, Dar es salaam	+2557654388010	
2	MARTHA MWITA NGUTI	TANZANIA AIRPORT AUTHORITY	Airport Security Officer	P.O. Box 18032, Dar es salaam	+255657340925	martha.nguti@airport.go.com
3	JAPHET GEORGE BULENGA	EAST AFRICA LOGISTICS	Senior driver	P.O. Box 1634, Dar es salaam	+255712200228	japhetbulenga01@gmail.com

9. DECLARATION

I **Ramadhani Hussein** declare that to the best of my knowledge, the information I have provided is correct and accurate.