
CURRICULUM VITAE

PERSONAL DETAILS

Full name : VERENTIN BILIAN KOMBA
Date of birth : 09/03/1998
Gender : Male
Contact address : +255673555462
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CAREER OBJECTIVES

I'm self-motivated, energetics, enhancing team spirit and willing to work hard without supervision and develop my career, usually accept challenges, mature enough to think before acting, dedicated and polite, utilizing the ability developed through academic knowledge.

EDUCATION BACKGROUND

YEAR	ACADEMIC LEVEL	SCHOOL/INSTITUTE	AWARD
2020-2023	Diploma	National Institute of Transport - Dar Es Salaam	Diploma in Logistics and Transport Management
2017-2019	Advanced Level Education (A- Level)	Ruhuwiko High School- Ruvuma	Certificate of Advanced Level Secondary Education (ACSEE) in History, Geography, and Kiswahili(HGK).
2013-2016	Ordinary Level Education (O-Level)	Mango Secondary School- Ruvuma	Certificate of Ordinary Level Secondary Education (CSEE).
2006-2012	Primary Education	Mango Primary School- Ruvuma	Certificate of Primary Education

LANGUAGE SKILLS

Language	Reading	Writing	Speaking	Understanding
English	Good	Native	Good	Good
Swahili	Native	Native	Native	Native

INDUSTRIAL PRACTICAL TRAINING

Duration	Place	Work Title	Reason(s) for leaving
July -Sept2021	Tanzania -Zambia Railway Authority (TAZARA)- Dar es salaam	Present Transport Officer	Industrial practical Training (IPT)
July -Sept2022	Tanzania -Zambia Railway Authority (TAZARA)-Dar es salaam	Support Transport Officer	Industrial practical Training (IPT)

WORK EXPERIENCE

Inbound and Outbound Transportation Management, Fleet Management, Warehousing , Material Handling ,Order Fulfilment, Logistics Network Design, Inventory Management, Supply/Demand Planning, Customer Service and Management of Third Party Logistics Service

WORKING AND FIELD EXPERIENCE

OCTOBER 2023– up to currently: METL GROUP Dar es Salaam.

Duties/Responsibilities: as TRANSPORT OFFICER AND STORE KEEPER ASSISTANT

- * Ensuring storing and movement of stock, both into warehouse and out of warehouse is done properly.
- * Checking goods at the time of loading and receives and inspects incoming shipments for correct quantity and quality of materials.
- * Take orders from mechanics and Issuing goods as per job cards and maintain proper documentation.
- * To provide quotations promptly.
- * To monitor spare parts stock movements.
- * To activate new dealers monthly and submit reports to the reporting officer
- * To control spare inventory and Conduct stocktaking in every after 3months and ensure all data are captured well in the system and in the bin cards without variances.
- * Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping.

- * To generate technical reports and share to all heads of departments.
- * Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.
- * Manage Purchasing Order (PO) for incoming equipment, services and supplies.
- * To coordinate with Suppliers and vendors for timely deliveries and return of goods.
- * Ensure that incorrect deliveries are reported timeously and finding the way to minimize it.
- * Verifying receipts and confirming purchase contents and orders are well complete.
- * Dispenses goods to trucks, after opening job cards for the trucks need goods and closing job card after done.
- * To keep the store area clean and safety and all health measurements are followed.
- * To identify most used Items and services in order to balance its stock level and avoids stock out

OTHER SKILLS

- ❖ A good participant in health and safety at work places and following the safety rules.
- ❖ Computer skills , including use of Microsoft Excel, Microsoft Word, Power presentation
- ❖ Clearing and Forwarding of cargo/ Freight
- ❖ Documentation

THINGS THAT AM PROUD OF:

- ❖ Able to work in dynamic, multicultural environment by considering cultural and religious awareness and tolerance of each member as a team player.
- ❖ Flexibility as situation demand.
- ❖ Hard worker, fast learner to new environment, techniques/technology and a good listener.
- ❖ Ability to work under pressure with minimum supervision.
- ❖ To participate and deliver results in all the continual improvement programs.
- ❖ To produce high quality works with attention to details.
- ❖ Good communication skills in and out of work and skills in solving problems.
- ❖ Work as a Team work.

HOBIES AND INTEREST

Playing Football, Reading books, Socializing with friends and family

REFERENCES

MARTHIN NGOGI

Reload Tanzania logistics limited

Mobile Number +255775055186

Dar es salaam

JOYCE MWAKALINDILE

Police,

Mobile Number +255719457635

Dar es salaam

FARIDA MNIPA

Rapid Transit (UDART)

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Dar es salaam

DECLARATION

I, **VERENTIN BILIAN KOMBA** declare that all information given above is true and valid to the best of my knowledge.

Verentin komba

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