

CURRICULUM VITAE

1. PERSONAL INFORMATION

Full name : Jerome Faustin Mbilinyi
Date of birth : 02rd, September, 2002
Sex : Male
Place of Residence : Dar es Salaam
Nationality : Tanzanian
Marital status : Single
Religion : Christian
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2. PERSONAL ATTRIBUTES

Fast learner, confidence, honest, team working, integrity, flexibility and adaptability, creative, time management, communication skills, Leadership skills, project management skills.

3. EDUCATION BACKGROUND:

Year	Program / course	School / institution	Awards
2021-2024	Diploma in Procurement and supply management	College of Business Education (CBE) Dodoma Campus	Diploma Certificate Award 3.8 GPA
2016-2020	Ordinary level subjects	Urafiki Secondary School Dar es Salaam-Tanzania	Certificate of Secondary Education (CSEE) in Division Two
2009-2015	Primary School Subjects	Malaika Nursery and Primary School	Certificate of Primary Education

4. WORKING EXPERIENCE

SN	Location	Activities	Position	Year
1	Vocational Education and Training Authority (VETA) Headquarters –Dodoma	>Conducting inspection activities of incoming goods in organization. >Conducting stocktaking of materials in store. >Performing stockcheck and stock recording of goods/materials in store. >Cost control and Budget management >Identify, evaluating, and selecting potential suppliers and vendors. >Tracking orders and ensuring timely delivery. >Drafting, reviewing, and managing contracts to ensure compliance.	As Procurement Field Officer	01,July,2023 – 25,Nov,2023

5. OTHER SKILLS / ABILITIES:

- Computer Literacy
- Problem solving
- Leadership
- Effective decision making skills
- Customer Service Orientation
- Crisis Management
- Conflict Resolution

6. TRAINING, SEMINARS AND OTHER ACTIVITIES

SN	Year	Location	Activities
1	2,July,2024	Morogoro Human Right seminar	Valuable contribution to the promotion of Human Right Education
2	6,November,2023	College of Business Education Dodoma Campus (CBE)	Participation in Business Incubation Competition Season 2
3	13,August,2022	Jakaya convention center – Dodoma	Provision of Education to the member of Federation of Procurement and Supplies Student Association (FPSSA)
4	25,June,2022	PSSSF HOUSE CENTRE – DODOMA	Education about Tax Payer by Tanzania Revenue Authority (TRA)
5	10,November,2021	Dodoma Secondary School	Trained aims to strengthen the working environment in the issue of Health Aid

7. LANGUAGE PROFICIENCY:

Fluent in English and Kiswahili

8. INTERESTS/HOBIES

- Reading books
- Learning new positive things
- Playing Basketball
- Technology and Innovation
- Volunteering and community service
- Playing Football
- Research

9. REFEREES

1.Mr. Francis Pilimini Komba

Former Director of Assessment and Certification at (VETA) Head Office

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2.Dr Barnabas Maagi

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3.Ibrahim Iddi Mnunka

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I, **JEROME FAUSTIN MBILINYI**, declare that, the information provided above is correct and honestly describe my personal and professional particulars.

