

ROBBINS BENJAMIN NSEKELA



Phone: +255 768 851 014 | +255 612 291 014 | Email:
robbinsnsekela77@gmail.com

CAREER OBJECTIVE

To leverage my expertise in procurement and supply chain management to support operational excellence through efficient inventory control, accurate record keeping, and effective supply chain operations.

PERSONAL INFORMATION

Full Name: Robbins Benjamin Nsekela

Date of Birth: 14th March 2002

Place of Birth: Upanga Magharibi, Muhimbili Hospital, Dar es Salaam

Gender: Male

Nationality: Tanzanian

Contact Address: P.O. Box 148, Tukuyu, Mbeya

Languages: English and Swahili

KNOWLEDGE AND SKILLS

- Inventory Management & Control

- Procurement Processes & Supplier Relations
- Supply Chain Operations & Logistics Coordination
- Record Keeping & Documentation
- Stocktaking, Re-ordering, and Goods Inspection
- Warehouse Operations & Safety Management
- Ability to data analysis using different tools such as Microsoft excel, power BI reporting and basic skills on the use of pivot table.
- Teamwork and collaboration throughout the surrounding community.
- Problem solving techniques and positive cooperation

EDUCATION BACKGROUND

University of Dar es Salaam (2022–2025)

Bachelor of Commerce in Procurement and Supply Chain Management

Umbwe Secondary School (2020–2022)

Advanced Certificate of Secondary Education (ECA Combination)

Kibaha Secondary School (2016–2019)

Certificate of Secondary Education

WORKING EXPERIENCE

Storekeeper (Practical Training) | University of Dar es Salaam – Institute of Kiswahili Studies

July 20 – October 31, 2024

- Received and recorded incoming goods.
- Conducted inspection for quantity and quality compliance.
- Updated and maintained stock records.

- Stored items in designated locations ensuring proper organization.
- Issued goods according to requisitions.
- Performed periodic stocktaking for accuracy.
- Monitored stock levels and initiated re-ordering processes.
- Maintained inventory records including delivery notes, bin cards, and ledgers.
- Ensured security of goods and implemented housekeeping standards.

REFEREES

NELSON R. NSEKELA

Managing Director, Medic

Dar es Salaam

Mobile: +255 764 092 121 | Email: rnsekela@gmail.com

IDD JUMA MTANGA

Supplier Officer II, University of Dar es Salaam

Dar es Salaam, Tanzania

Mobile: +255 716 117 775 | Email: eidmtanga@gmail.com

SIBA JOFREY ADEN

TT Loan Manager, Tulia Trust

Tukuyu, Mbeya

Mobile: +255 765 537 392 | Email: jofreysiba19222@gmail.com