

CURRICULUM VITAE

PERSONAL INFORMATION

Names. : dickson jones mwampelwa
Gender. : Male
Nationality. : Tanzanian
Mobile Numbers. : +255 782 1712 33
State of Health. : Mentally and physically fit
Address. : Dar es Salaam
Email. : dickensjones101@gmail.com

PROFESSIONAL SUMMARY

A motivated and ethical graduate in Procurement and Supply Management with practical experience in warehouse operations and supervising stock movement, through field training and internship practice at rungwe Cooperative Union and rungwe Municipal Council , where I gained practical experience in stock documentation, warehouse supervision and resource planning. communication skills, collaboration with teamwork and performance tracking, And I Committed to contributing positively to company goals by improving warehouse efficiency, ensuring accurate reporting, and upholding warehouse safety and operational excellence. Ready to bring energy, discipline, and a strong work ethic to help a productivity and reliability in warehouse operations.

WORK EXPERIENCE

A. RUNGWE COOPERATIVE UNION

Position: Intern practice of Assistant Warehouse Supervisor
Duration: July 2024 to March 2025
Address: TUKUYU- RUNGWE

Responsibilities:

- Oversaw the receipt, storage, and dispatch of goods, ensuring accuracy and timeliness
- Supervised daily warehouse activities including stock loading, vehicle dispatch, and manpower allocation.
- Conducted periodic inventory checks and reconciled stock reports using SAP and Excel.
- Maintained warehouse equipment and scheduled routine maintenance to reduce downtime..
- Ensured warehouse cleanliness, organization, and operational efficiency.
- Prepared reports on warehouse performance, including productivity metrics.
- Coordinated inventory levels and timely stock replenishment.
- Collaborated with logistics departments to ensure smooth operations.
- Maintained records of goods receipt notes, delivery notes, and invoices.
- Conducted cycle and monthly stock counts ensuring 100% inventory accuracy.

B. RUNGWE MUNICIPAL COUNCIL

Position: Intern - Assistant Procurement Officer
Duration: July 2022 to October 2022

Responsibilities:

- Assisted in preparing procurement plans and solicitation documents.
- Participated in tender document preparation and bidding coordination.
- Maintained procurement records including quotations and contracts.
- Evaluated supplier performance and contract compliance.
- Conducted market surveys and price analysis.
- Facilitated purchase orders and tracked timely delivery.

EDUCATION BACKGROUND

- **College of Business Education (CBE) (2021 – 2024)**
Award of Bachelor Degree in Procurement and Supply Management
 - **Malamgali Highland Secondary School (2016 – 2018)**
Award Advanced Certificate of Secondary Education (ACSE)
 - **Bulyaga Secondary School (2012 – 2015)**
Award of Certificate of Secondary Education (CSE)
 - **Bulyaga Primary School (2005- 2011)**
Award of Primary School Leaving Certificate
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ACHIEVEMENTS

- Implemented efficient inventory techniques (example Just-In-Time, ABC analysis).
 - Reduced stock discrepancies through tighter control and regular cycle counts.
 - Maintained safety compliance with material handling equipment operations by enforcing proper usage protocols and supervising inspections.
 - Improved warehouse space utilization through strategic stock arrangement.
 - Achieved zero loss/damage during daily dispatch and receiving for 6 months.
 - Coordinated timely repairs and servicing of forklifts and other material handling equipment and minimizing disruption to warehouse operations.
 - Implemented FIFO and LIFO systems, reducing product expiry
 - Reduced stock discrepancies by implementing regular cycle counts and training staff on correct inventory procedures.
 - Maintained accurate monthly and quarterly stock records.
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PERSONAL WORKING SKILLS

- **Warehouse Operations** – Knowledge in receiving, storing, packing, and dispatching using inventory software.
 - **Inventory Management** – Competent in stock-taking, labeling, and maintaining records.
 - **Leadership skills**– Communicates effectively with team workers, manage and motivate to achieve a common goal of organization
 - **Time Management** – Completes tasks efficiently under tight deadlines.
 - **Computer and Microsoft Office** – Proficient in Excel, Word, and basic ERP tools.
 - **Negotiation Skills** –Able to engage suppliers or vendors professionally to ensure favorable terms and smooth Supply chain flow activities
 - **Teamwork skills** – Collaborates efficiently in team-based environments
 - **Communication skills**- knowledge of communicate with clients and team members to ensure smooth project progress.
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INTERESTS

- Learning new skills through courses, workshops, and practical experience.
 - Exploring new cultures and environments to enhance adaptability.
 - Learning new Technology systems related to warehouse operations and procurement management (example SAP, Oracle)
 - Interested in personal development and workplace safety
 - Playing and watching football games
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LANGUAGES

- **English** – Fluent in writing, speaking, and reading
 - **Swahili** – Native fluency
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REFEREES

1. **Zainabu Thomson mwakifwamba**

Position: Entrepreneur
Location: Mbeya - Kyela
Phone: +255 764 128 207

2. **Gertrude John Daniel**

Position: Lecturer, College of Business Education
Email: ge2malisadaniel@gmail.com
Phone: +255 677 909 938

3. **Julie jones Mwampelwa**

Position: Teacher
Organization: lexis primary school
Phone: +255 656 184 228

DECLARATION

I certify that the information provided in this CV is accurate and genuinely reflects my experiences and qualifications. I understand that any false information may lead to disqualification.

Dickson jones mwampelwa