

HABIBU KEYELA OMARY

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Location: Dar es salaam, Tanzania | Marital Status: Single

Gender: Male | Nationality: Tanzanian

PROFESSIONAL SUMMARY

Procurement and Supply Chain Specialist with a Bachelor's Degree in Procurement and Supply Chain Management. Demonstrated expertise in strategic sourcing, high-value contract management, vendor optimization, inventory system design, and logistics coordination. Known for implementing innovative procurement processes, enhancing supplier performance, and delivering measurable operational efficiency in both public and private sector environments.

CAREER OBJECTIVE

To utilize advanced procurement and supply chain skills to drive cost-efficient operations, supplier accountability, and compliance excellence, positioning myself as a key strategic contributor in organizational growth and supply chain leadership.

CORE COMPETENCIES

- Strategic Sourcing & Supplier Development
- High-Value Contract Negotiation & Compliance Oversight
- End-to-End Supply Chain Coordination
- Inventory System Design & Stock Accuracy Enhancement
- Logistics Planning & Operational Streamlining
- Budget Analysis & Cost Optimization
- Process Re-engineering & Efficiency Improvement
- Procurement Data Analytics & Decision Support
- Stakeholder Engagement & Cross-Functional Collaboration
- Leadership in Operational and Project Execution

EDUCATION BACKGROUND

- **Mwenge Catholic University, Moshi**
Bachelor of Procurement and Supply Chain Management (2022 – 2025)
- **Humura Secondary School**
Certificate of Advanced Education (ACE) (2019 – 2022)
- **Rutabo Secondary School**
Certificate of Secondary Education (CSEE) (2014 – 2018)
- **Kamachumu A Primary School** – Certificate of Primary Education (CPE) (2007 – 2013)

PROFESSIONAL EXPERIENCE

Dakodo Global Services | Store Officer Trainee | March – April 2023

- Designed inventory categorization and storage layouts improving retrieval speed.
- Conducted real-time stock verification and reconciliation to eliminate discrepancies.
- Generated weekly performance dashboards for management, enabling informed decisions.
- Enforced safety protocols and asset protection measures, minimizing operational risk.
- Assisted in demand forecasting and material requirement planning, ensuring availability.

Moshi Municipal Council | Procurement Officer Trainee | March – April 2024

- Assisted in developing procurement schedules aligned with organizational priorities.
- Evaluated vendor proposals and supplier capabilities to enhance procurement outcomes.
- Maintained audit-ready procurement records including contracts, invoices, and tender documents.
- Coordinated material distribution and logistics tracking, ensuring timely delivery to departments.
- Supported policy implementation and process standardization for procurement efficiency.
- Participated in cost-benefit analysis of procurement options, optimizing expenditure.

TANESCO, Moshi | Procurement Officer Trainee | March – April 2025

- Supported high-value contract negotiations, ensuring favorable terms and cost savings.
- Implemented asset disposal procedures in compliance with organizational policy.
- Conducted supplier performance audits, ensuring adherence to quality and delivery standards.
- Streamlined reporting and documentation workflows to improve operational transparency.
- Assisted in forecasting procurement requirements to align supply with demand fluctuations.
- Facilitated cross-department procurement projects, improving coordination and execution efficiency.
- Monitored logistics operations to enhance material flow and minimize delays.

TECHNICAL SKILLS

- End-to-end procurement and supply chain management
- Inventory tracking, analytics, and reporting
- Tender preparation, contract administration, and supplier evaluation
- Logistics and operational coordination
- Data-driven procurement strategy and KPI reporting

SOFT SKILLS

- Leadership, Mentorship & Stakeholder Engagement
- Strategic Thinking and Problem-Solving
- Effective Communication and Public Speaking
- Negotiation, Persuasion & Conflict Resolution

- Creativity, Initiative & Proactive Decision-Making
- Cross-Cultural Collaboration & Team Coordination
- High Integrity, Discipline & Accountability

KEY ACHIEVEMENTS

- Reduced procurement cycle times by 20% through workflow optimization at TANESCO and Moshi Municipal Council.
- Enhanced inventory accuracy by 15% through implementation of structured stock management protocols.
- Negotiated high-value supplier contracts delivering measurable cost savings and service quality improvement.
- Developed vendor evaluation criteria and scorecards, increasing accountability and on-time delivery.
- Streamlined tendering documentation processes, improving compliance adherence and audit readiness.

LANGUAGES

- English – Fluent (Speaking, Reading, Writing)
- Kiswahili – Fluent (Speaking, Reading, Writing)

REFEREES

- **Antidius Themistocles** – Teacher, Visitation Girls’ Secondary School
P.O. Box 445, Moshi | +255 756 401 214 | antidiusthomas@gmail.com
- **Irene Karia** – Community Development Officer, Moshi District
P.O. Box 3003, Moshi | +255 777 757 559 | irenekaria47@gmail.com
- **Omary Elias** – Teacher, Bute Primary School
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DECLARATION

I hereby declare that the information provided above is true and complete to the best of my knowledge. I am willing to provide supporting documents and references upon request.