

CURRICULUM VITAE

A. PERSONAL PARTICULARS

Surname : Kagali
First name : Consolata
Sex : Female
Marital Status : Single
Date of Birth : 02 May 1999
Nationality : Tanzanian
Place of Birth : Dar es salaam
Address : P.O Box 1992
Mobile : +255 657403459
E-mail : consolataalfred12@gmail.com

B: ACADEMIC PROFILE

Year	School/Institution	Qualifications
2015 - 2016	Tanzania public service college	Technician certificate in public finance management
2017 - 2019	Tanzania public service college	Ordinary diploma in procurement & supplies management
2010 - 2014	Cagliari girls secondary school	Certificate Secondary Education
2003 - 2010	Mbezi juu Primary School	Primary Education

C.PERSONAL ATTRIBUTES AND SKILLS.

- ❖ Literate in computer operating i.e. MS Word, Excel, Power Point
- ❖ Ability to multitask and handle stressful situations.
- ❖ Strong organizational, interpersonal and communication skills.
- ❖ I am hard working, disciplined, a fast learner and cooperative.

❖ I prefer team work, because through it, I can correct myself, learn and adapt a good

Useful ideas and skills from others.

❖ I also believe in working as an individual because it measures my energy

Capabilities, in thinking and acting, especially in time management and situation of

Working under pressure.

❖ Mental alertness, analytical and problem solving.

D. WORKING EXPERIENCES.

1- HUBERT KAIRUKI HOSPITAL (MIKOCHEMI -DAR-ES-SALAAM)

October 2018-march 2019; Procurement and supplies Department (field practices)

- Preparation inspection report and inspection of goods
- Preparation of good receipt note
- Receive, store and issue goods.
- Manage stock levels and distribute supplies from stock.
- Maintain stock records using manual or computerized systems.
- Material handling and ensuring maintenance of safety policy
- Stock taking and stock checking
- Preparation of request for quotations.
- Preparations of procurement orders.
- Preparation of tender documents
- Opening of tender
- Evaluation of tender
- Contract administration and management
- Preparation of procurement audit report

2. LUSHOTO DISTRICT COUNCIL

August 2020-December 2020, Procurement Management Unit as Procurement Assistant Officer (Volunteering)

Duties and responsibilities

- ★ Assess procurement requirements, prepare procurement plans, draft specifications and initiate procurement process ;
- ★ To supervise the implementation of open performance review and appraisal system to ensure timely completion of Suppliers quotation for Tender process
- ★ Assist to prepare procurement / tender documents for RFQs, RFPs.

- ★ Check quality/quantity of deliverables and ensure that procured items are delivered properly as per specification as well as contract agreement and deal with performance evaluation of vendors.
- ★ Assist to ensure timely procurement of goods/logistical requirement and services through monitoring the procurement progress with Lushoto District Council Procurement unit and follow up with vendors;
- ★ Prepare reports on procurement for project management.

3. SUMA JKT BOTTLING COMPANY LIMITED

APRIL 2023 -CURRENTLY SUPPLIES DEPARTMENT as ASSISTANT SUPPLIES OFFICER. (Volunteering).

Duties and responsibilities

- ★ Prepare store Requisition of material needed by the company for order preparation.
- ★ Receive raw materials from supplier, store and issuing to production department.
- ★ Maintain company's inventories and facilities.
- ★ Receive and record materials received from suppliers and goods received from production.
- ★ Organize and store materials and Good in orderly manner.
- ★ Issuing materials and Goods on time to meet production schedule/deadline and customers' orders/expectations respectively.
- ★ Perform physical stock check and stock taking in the stores.
- ★ Opening and maintaining a Bin card for everything in the store.
- ★ Issue facilities and technical materials to users and operators.
- ★ Managing ledgers that will keep a record of materials entered, maintained and issued and balance stock.
- ★ Working collaboratively with marketing and sales department to coordinate the transportation and distribution of Good to ensure timely delivery to meet customer orders and expectations.

E. COMPUTER SKILLS

Competences : Basic Microsoft Word/Excel, Tally (Foundation level), Internet and e-mail operations.

F: Training

National service (JKT)- OPERATION GENERAL VENANCE MABEYO -(2022-2024)

1: LANGUAGE COMPETENCE

- Fluent in speaking ,writing and listening English and Kiswahili

G: HOBBIES

- Team working and exchanging ideas with others
- Researching
- Studying books and newspaper

REFEREEES

1 . DR.KIANGI EMMANUEL,
LECTURER AT PUBLIC SERVICE COLLEGE,
PROCUREMENT & SUPPLIES DEPARTMENT
MOB; 0762 447 584

2. OSCAR JOSEPH KIMUMBI
PROCUREMENT & SUPPLIES OFFICER
SUMA JKT BOTTLING COMPANY
MOB; 0782795738/ 0754021956
EMAIL; pkimumbi@gmail.com

3. HURUMA LYOGELLO
THEATRE INCHARGE AT KAIRUKI HOSPITAL
P.O.BOX 65300, DAR ES SALAAM
MOB; 0713231297

DECLARATION

I Declare that information given above is true to the best of my knowledge.

Mobile;+255765892890

2. Mr Kafil Paul Shigi

Procurement Officer at Muhimbili National Hospital.

Email:pkafil@gmail.com

Mobile:+255766902060

3. Mr.Hamis Msalapai

Procurement and supplies officer

Lushoto District council

Mobile;+255625867105

4.Oscar Joseph Kimumbi

Procurement and supplies officer

SUMA JKT BOTTLING COMPANY LIMITED

Phone number; 0782 795738 / 0754 021956

Email;okimumbi@gmail.com

DECLARATION

I declare that information given above is true to the best of my knowledge.



THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT

TANZANIA PUBLIC SERVICE COLLEGE
(TPSC)

DIPLOMA

This is to certify that

CONSOLATA A KAGALI

*Having completed the prescribed course of
study and having passed required examinations has
been awarded an*

**ORDINARY DIPLOMA IN PUBLIC PROCUREMENT AND
SUPPLIES MANAGEMENT**

NTA LEVEL 6

DPPSM17/09/D.451
Registration Number

LOWER SECOND
Classification

11th October, 2019

Date

REGISTRAR

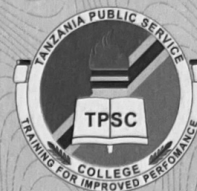


DEPUTY PRINCIPAL (ARC)

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT



TANZANIA PUBLIC SERVICE COLLEGE
(TPSC)

CERTIFICATE

This is to certify that

CONSOLATA A KAGALI

*Having completed the prescribed course of
study and having passed required examinations
has been awarded a*

TECHNICIAN CERTIFICATE IN PUBLIC
PROCUREMENT AND SUPPLY MANAGEMENT

NTA LEVEL 5

DPPSM17/09/D.451

Registration Number

PASS

Classification

19th October, 2018

Date

REGISTRAR

DEPUTY PRINCIPAL (ARC)



DM51018-01961

THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT

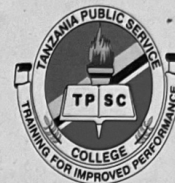
TANZANIA PUBLIC SERVICE COLLEGE
DAR-ES-SALAAM MAIN CAMPUS



P.O.BOX 2574
DAR-ES-SALAAM
TANZANIA



Phone : +255222123547
Fax : +255222131849
E-mail : tpssc@tpsc.go.tz
Website : www.tpssc.go.tz



ACADEMIC TRANSCRIPT

Surname: KAGALI	First Name: CONSOLATA	Other Names: A	Sex: FEMALE
Registration No: DPPSM17/09/D.451	NACTE No: NS0225/0021/2014	Birth Date: 1999-05-02	Address:
Date of Admission: 2017-09-01		Date of Completion: 2019-06-01	
Country of Citizenship: TANZANIA			
Programme: ORDINARY DIPLOMA IN PROCUREMENT AND SUPPLIES MANAGEMENT			
Overall G.P.A : 3.1	Class: LOWER-SECOND		

NTA Level 5 - 2017/18

SEMESTER ONE

Course Code	Subject Title	Credits	Grade	Remark
PST05101	Stores Administration	15	C	Pass
PST05102	Procurement Principles	15	C	Pass
PST05103	Marketing	10	B	Pass
PST05104	Elements of Business Mathematics	10	C	Pass
PST05105	Communication Skills	10	C	Pass

Semester One GPA = 2.1

SEMESTER TWO

Course Code	Subject Title	Credits	Grade	Remark
PST05206	Inventory Control	15	B	Pass
PST05207	Law of Contract	15	B	Pass
PST05208	Introduction to ICT	10	C	Pass
PST05209	Introduction to Accounting and Costing	10	C	Pass
PST05210	Elements of Logistics	10	B	Pass

Semester Two GPA = 2.6

NTA Level 6 - 2018/19

SEMESTER ONE

Course Code	Subject Title	Credits	Grade	Remark
PST 06101	Introduction to Warehouse Management	15	B+	Pass
PST 06102	International Procurement	15	B	Pass
PST 06103	ICT	10	B+	Pass
PST 06104	Principles of Economics	10	C	Pass
PST 06105	Organisation Behaviour	10	B	Pass

Semester One GPA = 3.2

SEMESTER TWO

Course Code	Subject Title	Credits	Grade	Remark
PST 06206	Public Procurement	15	C	Pass
PST 06207	Elements of Strategic Management	15	C	Pass
PST 06208	Communication Skills	10	A	Pass
PST 06209	Financial Management	10	B	Pass
PST 06210	Entrepreneurship	10	B+	Pass

Semester Two GPA = 3

Manager of Programme.....

Campus Director

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT

TANZANIA PUBLIC SERVICE COLLEGE
(TPSC)

CERTIFICATE

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CONSOLATA KAGALI

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been awarded a*

**BASIC TECHNICIAN CERTIFICATE IN PUBLIC
SECTOR FINANCIAL MANAGEMENT**

NTA LEVEL 4

BTCPSFM15/01/D.716

Reg. Number

PASS

Classification

5th MAY, 2016

Date

REGISTRAR

DEPUTY PRINCIPAL (ARC)

LC NO. 00008

THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT

TANZANIA PUBLIC SERVICE COLLEGE

PROGRESS REPORT

The Management of Tanzania Public Service College approved the following results in *Basic Technician Certificate in Public Sector Financial Management* for:



NAME: CONSOLATA KAGALI

REG. NO: BTCPSFM15/01/D.716

NTA 4: SEMESTER ONE		JANUARY-2015	TO	JUNE-2015		
CODE	SUBJECT NAME		GRADE	POINTS	COMMENT	REMARKS
PFM 411	BASIC PRINCIPLES IN BOOK-KEEPING AND ACCOUNTS I		C	2.00	SATISFACTORY	PASS
PFM 412	ELEMENTARY BUSINESS ENGLISH		B	3.00	GOOD	PASS
PFM 413	INTRODUCTION TO PUBLIC FINANCE		C	2.00	SATISFACTORY	PASS
PFM 414	COMPUTER APPLICATION		C	2.00	SATISFACTORY	PASS
		GPA 2.25	CLASS	Pass		

NTA 4: SEMESTER TWO		JULY-2015	TO	DECEMBER-2015		
CODE	SUBJECT NAME		GRADE	POINTS	COMMENT	REMARKS
PFM 421	COMPUTER APPLICATION I		C	2.00	SATISFACTORY	PASS
PFM 422	BOOK-KEEPING AND ACCOUNTING II		C	2.00	SATISFACTORY	PASS
PFM 425	PUBLIC FINANCE II		C	2.00	SATISFACTORY	PASS
PFM 428	INTRODUCTION TO BASIC MATH AND STATISTICS		C	2.00	SATISFACTORY	PASS
PFM424	FIELD PRACTICE		B	3	GOOD	PASS
		GPA 2.14	CLASS	Pass		

OVERALL GRADE POINT: 2.19

OVERALL CLASS: Pass

Campus Director

CAMPUS DIRECTOR
TANZANIA PUBLIC SERVICE COLLEGE
DAB ES 341 AEN

Date: Tuesday, February 21, 2017

TRAINING FOR IMPROVED PERFORMANCE

All correspondence should be addressed to the Campus Director

P.O. Box 2574 DSM TELEPHONE: G/LINE: +255 22 2123547, CE: 2118348, MM: 2122243, DFA: 2125863, FAX: 2131849

JESHI LA KUJENGA TAIFA



Na.117963

TANZANIA

Hati ya Ujenzi wa Taifa

Hii ni kuthibitisha kwamba

Namba.....AKM 0212.....Cheo.....SG.....

Jina kamili.....CONSOLATA ALFRED KAGALI.....

Kutoka Wilaya yaKASULU.....Mkoa waKIGOMA.....

Amelitumikia Taifa katika Jeshi la Kujenga Taifa

Operesheni.....JENERALI VENANCE MABEYO.....

kuanzia tarehe.....28 NOV 22.....hadi tarehe.27 NOV 24.....Akiwa

katika kikosi cha.....831 KJ.....Ameifanya Mafunzo ya awali

ya Ulinzi na Usalama pamoja na Mafunzo ya awali kuhusu

Uzalishaji Mali

Uhodari wa Kazi Daraja.....B.....Tabia Daraja.....B.....



[Signature]

(RN Mabele hcds)

Meja Jenerali

Tarehe.....20 NOV 24.....

Mkuu wa Jeshi la Kujenga Taifa



SUMAJKT BOTTLING CO.LTD

TO,
MISS. CONSOLATA ALFRED KAGALI,
PROCUREMENT AND SUPPLY DEPARTMENT.

25 Nov 2024

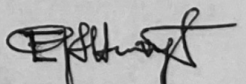
Appreciation Letter

Dear Miss. Consolata, we would like to congratulate you for your success in the SUMAJKT BOTTLING CO. LTD. You had really worked hard and made us proud with that achievement. You have been working as Assistant Procurement Officer and Stores expert since 2022-2024 and co worker, we appreciate your creative work.

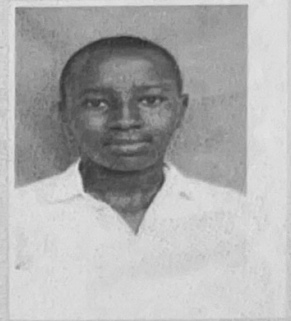
With your dedication we are achieving great success and output for the Company which resulted in increasing production as well.

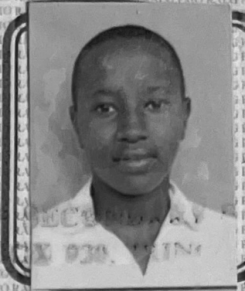
Thank you for your hard work and giving Company your best.

Best wishes


(PB Sebigya psc)
Lieutenant Colonel
Managing Director







E.F. 123

121829

THE UNITED REPUBLIC OF TANZANIA

PRIME MINISTER'S OFFICE

Regional Administration and Local Government

Secondary School Leaving Certificate

SCHOOL CAGLIBRO SECONDARY SCHOOL
SCHOOL'S POSTAL ADDRESS P.O. BOX

1. Pupil's name in full CONSOLATA A. KAGALI
2. School admission number 3038
3. Sex (M or F) F
4. Nationality TANZANIAN
5. Date or year of birth 02.05.1999
6. Date of admission to school 2011
7. Form to which admitted ONE
8. Highest form reached FOUR
9. Date of leaving school 20.11.2014
10. Remarks

Date 30.11.2014

Signature of Headmaster/Headmistress
THE HEADMISTRESS
CAGLIBRO SECONDARY SCHOOL
P.O. Box 930
KINSHASA



THE UNITED REPUBLIC OF TANZANIA
CERTIFICATE OF BIRTH

(1) Entry No	(2) Where Born	(3) Child's Name	(4) Sex	(5) Father's Name	(6) Father's Country of Birth	(7) Mother's Name	(8) Mother's Country of Birth	(9) Birth Date	(10) Registration Date	(11) Registrar General
247043509397	MISSION MIKOCHENI HOSPITAL KINONDONI DAR ES SALAAM	CONSOLATA ALFRED KAGALI	FEMALE	ALFRED WILLIAM KAGALI	TANZANIA	EMMA MKUMBI LYOGELLO	TANZANIA	02ND MAY 1999	14TH MAY 2025	FRANK K. FRANK

Certified under the Births and Deaths Registration Act (Cap 108 R. E. 2002) to be a true copy of an entry in the Registrar General's custody.



This Certificate is not proof of Citizenship

Dated this 05th June 2025

Registrar General

4609598 A