

MUKTARI MOHAMED LIHIKILO

12105, Dar Es Salaam Tanzania
0620519432 lihikilo964@gmail.com

EDUCATION

UNIVERSITY OF DAR-ES-SALAAM COMPUTING CENTRE | High School Diploma
BUSINESS IN IT, 08/2025

MIGOMBANI SECONDARY SCHOOL - DAR-ES-SALAAM
FORM FOUR LEAVER, 11/2020

PROFESSIONAL SUMMARY

Detail-oriented and analytical professional with strong skills in production monitoring, inventory management, and material control. Experienced in collecting and analyzing data to track production progress, manage stock levels, and ensure timely replenishment of raw materials and finished goods. Adept at using Excel and other data tools to generate accurate reports and support decision-making for operational efficiency. Excellent communication and teamwork skills with the ability to coordinate effectively across multiple departments and branches.

SKILLS

- Production and material control
- Inventory management & stock reconciliation
- Data collection and reporting
- Microsoft Excel & data analysis
- Planning and forecasting
- Communication and coordination across departments
- Problem-solving and attention to detail
- Time management and multitasking

WORK HISTORY

SALE OFFICER AND WAREHOUSE ASSISTANT
DAR-ES-SALAAM AND MOROGORO

Sales Officer – Kimanga Supermarket, Dar es Salaam
May 2023 – Nov 2023

- Managed daily stock levels of fast-moving goods to ensure consistent availability for customers.
- Collected and analyzed sales and inventory data to improve replenishment processes.
- Coordinated with suppliers and warehouse teams to track deliveries and ensure timely restocking.
- Prepared periodic reports on sales trends and stock movement for management review.

Warehouse Assistant – Morogoro (Rice Company Limited)
Nov 2020 – June 2021

- Assisted in receiving, recording, and arranging goods in the warehouse.
- Conducted inventory counts and reconciled records with actual stock.
- Maintained cleanliness, safety, and organization of the warehouse area.
- Supported supervisors in preparing dispatch documents for outbound goods.

REFERENCES

ISSA SULTAN ISSA

EMAIL : Issaitsolutions@gmail.com

ORGANISATION : AFRICA PROPERTY LIMITED

NO: 0713440014

TITLE : INFORMATION TECHNOLOGY

ADRESS : DAR ES SALAAM TANZANIA
P.O.BOX 32822

LANGUAGES

English:

Advanced (C1)