**Mr. Pius JosephatMakoye  
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**Career Objective**

Inspiring to acquire skill and knowledge by engaging with any dynamic organization where my resources can be utilized towards cooperate growth and professional maturity.

**Summary of Skills.**

* Strong knowledge of SQL Server, MySQL and MS Windows Server administration as well as programming languages
* Knowledge of Windows Server & Windows Client operating systems
* Ability for maintaining the integrity and performance of company databases
* Installing and configuring computer hardware, software, systems, networks, printers and scanners
* Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.)
* Ability to maintain the computer system and networks of the organization
* Ensure security and privacy of networks and computer systems
* Highly skilled in Network Security, LAN and WAN architecture, Router, switch configuration and related atmosphere.
* Develop and maintain local networks in ways that optimize performance
* Ability of Internet and computer hardware and software as well as an ability to analyze the problem and to solve it.
* Ability on data backup, restore and recovery.
* Ability to provide the technical support to the clients and ability to grasp as well as follow the instructions.
* Ability to treat information, data and records confidentially.
* Ability to handle the clients and solve his/her queries.

**Educational Qualification**

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| **YEAR** | **NAME OF THE INSTITUTION** | **AWARD** |
| 2009 - 2012 | University of Dodoma (UDOM) | Degree of Bachelor of Science in Computer science |
| 2007 - 2009 | Sengerema Secondary School | Certificate of Advanced Secondary Education |
| 2003 – 2006 | Nyakato Secondary School | Certificate of Secondary Education |
| 1996 - 2002 | Kiziramuyaga Primary School | Certificate of Primary Education |

**CERTIFICATION**

* Unix/Linux Systems Administration from the University of Dodoma (UDOM) in the year 2011
* Computer Maintenancefrom the University of Dodoma (UDOM) in the year 2012

**Working as Inventory Officer with Dangote Cement Limited, Tanzania at Dar es salaam-Depot December 2018 to date.**

**Responsibilities.**

* To maintain record of receipts as well as issuance of items that is going out of the warehouse.
* To be involved in reconciliation of physical stock with the stock in the system
* To oversee that the arrangement of goods has been done in an orderly system within the stock location system so that the stock can be stored easily and retrieved whenever there is a requirement. Similarly, he/she ensures that the stocks stay physically protected in the warehouse
* To undertake the function of stock taking and confirm the periodic stock on a regular basis
* To supervise the offloading process, the subsequent arrangement of merchandise, material, etc., and consignment so that it can be accessed and identified easily
* To ensure the correct and timely valuation of the inventory and to be involved in directing and managing procedures related to offloading, packing and unpacking

**Worked as Tracking Officer with Dangote Limited, Tanzania, Mtwara from January 2018 to December 2018.**

**Responsibilities.**

* To have knowledge of the geographical layout of Tanzania with special reference to the locations and routes related to Dangote operations.
* To maintain and look after the Tracking station assigned to the officer during his / he shift.
* Competently use the Nova Track Application, which entails knowledge of the various tabs/tools which assist in tracking vehicles and accessing reports.
* To provides on demand detailed staff and operational reports related to movement of vehicles during haulage operations.
* Compile investigation reports for cases as submitted by the management.
* Constantly strive for self-improvement in the use of the Nova Track Application.
* Knowledge and experience in handling of Micro soft Office Products with special reference to Micro soft Excel.
* To monitor and track trucks leaving plants/destinations and detect, deduce and report on ‘Occurrence’ violations with speed and accuracy.
* To monitor, collate data related to movement and halt status so as to formulate complete and accurate staff reports of all types.
* To treat information, data and records confidentially.
* Creating daily trucks operational report, monthly report of total trip created and kilometers moved truck by truck.
* Ability to display good time management skills in reference to timely attendance of work shift and submission of reports.
* Display of initiative and willingness to take on additional responsibilities when assigned.

**Worked as IT Support with Kapehe Enterprises, Dar es Salaam from May 2017 to January 2018.**

**Responsibilities.**

* Providing training programs to the customers for using the different software and hardware products
* Installing CCTV Camera, Internet (LAN)and different systems for customers
* Configuring computer hardware operating system and application programs
* Troubleshooting the network and system problems as well as diagnosing the whole operating system for fixing the problem
* Provided technical support and direction on a daily basis to remote and local users.
* Providing technical support or guidance by resolving the technical problem of the customer through emails, phone calls, and by in person
* Providing training programs to the customers for using the different software and hardware products
* Identifying the technical problem and resolving it or directing customers that how to solve the problem
* Examining the operating system of computer and installing software in the computer
* Changing the parts of the computer for resolving the technical problems if required
* Comprehending the problem, fixing it, and resolving it as well as troubleshooting the system and network problems
* Communicating with clients regarding the technical problem they are facing and solving it

**Worked as Supervisor withLivingstone Hotel (now Iris Hotel), Dar es Salaam from April 2015 to March 2016**

**Responsibilities**

* Supervising the house keepers and making sure the hotel is clean, has water, internet and electricity.
* Keeping and managing linen stock etc
* Preparing the purchase orders, receiving, storing, issuing the goods, managing the stock levels and giving out the supplies from the stock.
* To undertake the function of stock taking and confirm the periodic stock on a regular basis by working closely with the designated staff members.
* To maintain record of receipts as well as issuance of items that is going out of the stock.
* Performing other duties as assigned by hotel manager.

**Worked as Assistant IT support in S-technologies, Dar es Salaam from May 2013 to July 2014**

**Responsibilities**

* Configuring computer hardware operating system and application programs
* Troubleshooting the network and system problems as well as diagnosing the whole operating system for fixing the problem
* Interacting with clients regarding the technical problem and providing them solutions as well as carrying out the electricity safety checks on computer tools
* Identifying the technical problem and resolving it or directing customers that how to solve the problem
* Changing the parts of the computer for resolving the technical problems if required
* Communicating with clients regarding the technical problem they are facing and solving it
* Installing CCTV Camera for S-technology customers
* Providing data backup, Restore and recovery to customers

**REFEREES**

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| **Mr. Nashon John**  **Computer Operator**  Ministry of Finance and Planning  Dar es Salaam  0717 209824  [jnashon01@gmail.com](mailto:jnashon01@gmail.com) | **Mr. Julius Mazoya**  **Finance and**  **Administration officer**  Elizabeth Glaser Pediatric Aids Foundation (EGPAF)  0759 980898  [jmazoya@pedaids.org](mailto:jmazoya@pedaids.org) | **Awadhi Mnyika**  **System Administrator**  Muhimbili University of Health and Allied Sciences  Dar es Salaam  0719785364  [Awadh.mnyika@gmail.com](mailto:Awadh.mnyika@gmail.com) |

**DECLARATION:**

I, **PIUS JOSEPHAT MAKOYE**, I declare that all the information given is true to the best of my knowledge.