

CURRICULUM VITAE

RAMADHANI YAHAYA NKIMA

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PERSONAL INFORMATION

Gender : Male

Date of birth : 4/3/1993

Marital status : Single

Nationality : Tanzanian

EDUCATION QUALIFICATION

LEVEL	PROGRAMME	INSTITUTION/SCHOOL	YEAR
First Degree	Bachelor of Art in Procurement and Supply Management	Moshi Co-operative University (MoCU)	2015 - 2018
Advance level	Advanced certificate of secondary education	Same High School, Kilimanjaro, Tanzania	2013 - 2015
Ordinary level	Certificate of secondary education	Hegongo Holy cross secondary Muheza-Tanga	2009 - 2012

PROFESSIONAL SUMMARY

Am proficient and well experienced in the field of procurement and supply management registered by **Procurement and Supply Professionals and Technician Board (PSPTB)** as Graduate Procurement (GP) with registration no **GP00-07128**. I can carry on procurement and logistics issues and conducting various warehouse operations. Other than that I can administer jobs relating to customer service, sales and marketing and assistance of project that require close monitoring and management of financial matters in accordance with work plans.

I have skills and knowledge essential for logistics management, procurement management, Inventory management, Warehouse/Store management, Production Management, Physical Distribution, Supply chain management, and logistics management. I am looking for a post

where I can use my strong knowledge and skills, my desire is to achieve a high level of competence and excellence in my professional growth.

COMPETENCIES

- Basic knowledge on ERP and SAP system and Knowledge on Accounting, Budgeting, Finance, Auditing, Tax, VAT, Fiscal laws and their application.
- Knowledge of administrative, budgetary, financial and human resources policies and procedures. Ability to apply various administrative rules and regulations in work situations.
- Understanding and experience with the **world bank** procurement guidelines.
- Good knowledge of Public Procurement Act (PPA) NO 7 of 2011 and its Amendments of 2016: Public Procurement Regulations of 2013 and its Amendments.
- Ability to work independently, am energetic and flexible person, self-motivated with quick mind to adapt new environment, self-organize, use initiative, keeps commitments and meets deadlines, innovative with new ideas and a team player
- Good communication skills, Stress mastery, self-starter of high performance capacity, goals oriented, problem solving techniques, honest eager to learn and share knowledge, demonstrate high integrity and honest.
- Ability to create liaison between organization/company and other business partners and effective project management skills.

WORK EXPERIENCE

15th Jan 2015 - 08th Oct 2015 TIGO HOUSE (CUSTOMER SERVICE AGENT AND DATA ENTRY OFFICER) MOSHI-KILIMANJARO

ACTIVITIES PERFORMED:

- Receives customers' requests by telephone or mail, analyzes requests, provides information requested or ascertains who best can provide the information and routes the request to the proper person.
- Responding politely and courteously to the bucket of customer inquiries via email or telephone and making sure that any problems they have is resolved.
- Obtains and examine all relevant information to access the validity of complaint and to determine possible remedy.
- Handles high volume of email per day and dozens of phone call a day.

- Analyze transactions, correct records and adjust errors.
- Coordinates with supervisor in handling important client's complaints.

20th July 2017 - 09th Oct 2017 MEDICAL STORE DEPARTMENT (STORE/WAREHOUSE ASSISTANT TRAINEE) MOSHI-KILIMANJARO

ACTIVITIES PERFORMED:

- Maintain physical condition of warehouse in good order, clean and tidy by planning and implementing new design layout, inspecting equipment, issuing work order for repair and requisition for replacement, ensure effective, safe, accurate and timely stock management to include space allocation, stock transfer, stock reports, accurate periodic cycle counts and stock taking.
- Prepare inventory for shipment by attaching tags and labels, preparing shipment documents and securing products pallets.
- Organized incoming inventory to fit with optimal storage plans and maintain retrieval efficiency.
- Maintained accurate and current order and shipment forms, inventory documentation and customer records.
- Carefully arranged items on store racks and shelves ensuring correct location.
- Inspected and moved products to designated areas in warehouse.

15th Sept 2018 - 10th Mar 2019 MINISTRY OF LAND HOUSING AND HUMAN SETTLEMENT DEVELOPMENT (PROCUREMENT/SUPPLIES OFFICER TRAINEE) DAR-ES-SALAAM

ACTIVITIES PERFORMED:

- Assisting in verifying and ensure contracts are implemented as per their terms and conditions, advise on the best procurement strategies in collaboration with user department, prepare bid document and tender advertisements.
- Coordinating and monitoring supply chain operations within the project, ensure premises, assets and communications are used effectively.
- Develop and implement strategies for the procurement of the respective portfolios, follow market conditions, prepare price trends and formulate future markets trends.

- Designing a detailed work plan and assuring regular monitoring of the implementation including budget control, identifying project implementation partners and service providers, drafting terms of reference for the local contracts.
- Daily monitoring and regular evaluation of the project activities, reporting on the progress achieved and suggesting updates of the project log frame, maintain and update office inventory ensuring the proper use of project assets and keeping it updated.
- Prepare monthly activity plans that detail all activities and event to provide the necessary logistic support, facilitate the coordination of travel logistics for the project staff and coordinate day to day administrative tasks and financial operations.

20th May 2019 – Present ASA MICROFINANCE (LOAN OFFICER) DAR-ES-SALAAM

ACTIVITIES PERFORMED:

- Conduct client recruitment and screening.
- Orient clients to the particular loan products and services.
- Process loan applications and verify client's income generating activities (IGA).
- Manage loan disbursements and monitor & collect loan repayments.
- Provide quality and good customer service to clients.
- Accomplish day to day activities as per the responsibilities.

LANGUAGE PROFICIENCY

- English
- Kiswahili

COMPUTER LITERACY

- Microsoft office
- Microsoft excel
- Power Point
- Outlook

REFEREES

Esther James Mnyagala
Ministry of Land, Housing and Human Settlement Development
Senior Supplies Officer
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Selemani Mdoe
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DECLARATION

I, RAMADHANI YAHAYA NKIMA, I declare that the information I have provided in this curriculum vitae is true and correct to the best of my knowledge.

Signature: _____

Date: ____/____/____