

## CURRICULUM VITAE

**1. Name** : Daudi Raphael  
**Date of Birth** : 15<sup>th</sup> January 1989  
**Marital Status** : Single  
**Language proficiency** : Kiswahili,  
English  
**Address** : P.O. Box 5864, Dar es Salaam  
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### 2. QUALIFICATIONS:

- Diploma in Shipping and Port Management at Bandari College, Tanzania (from October 2009 – 24<sup>th</sup> Nov 2011)
- Certificate of Advance Level (Secondary) at Meta High School, Mbeya (April 2007- November 2009)
- Certificate of 'O' Level (Secondary); Kinyala Secondary School – Mbeya (January 2003 – October 2006)
- Customer Care Service Training at Erolink Centre Dar es Salaam (January 2014 – March 2014)

### 3. ADDITIONAL SKILLS/SEMINARS ATTENDED

- International Financial Reporting Standards – Rural Energy agencies (REA) (11<sup>st</sup> March 2015)
- Introduction to Computer & Microsoft at Mopac Computer (June 2009 – August 2009)
- Driving School – Future Driving School – Dar es Salaam (October 2015)
- English and History teacher – Mwalimu Open Academic Centre (MOPAC) – (November 2006 – September 2007)
- Computer Application Teacher – Wino Vocation Training Centre – Dar es salaam (November 2012 – July 2013)

### 4. EMPLOYMENT HISTORY

- **January 2022 to June 2023** Geely Logistics Company Limited  
**Title: Dispatcher Officer, Transport, Logistics officer and Data entry Responsible:**
  - Linking between Clearing agent and Owner of Cargo
  - Check clearance document to ensure complete list is issued to drivers loading point and border
  - Keep record of the Journey Management Plans received from Transporters
  - Following up border Clearance
  - Arranging Transporter Returned Allowance

- Collecting Container Interchange and Submit to Clearing Agent
  - Attending and heading meetings which are to decide the welfare of the transportation facilities of that particular area.
  - Control the documentation workflow and invoicing process
- **January 2018 to January 2022** Sunshine Transportation Limited  
**Title: Transport, Logistics officer and Data entry**  
**Responsible:**
    - Port Loading Supervision for Loose Cargo
    - Making sure vehicles are properly maintained in yard
    - Ensuring that all drivers have the correct Loading documents and updated driving Lincese
    - Re arrange cargo after overweight at weighbridge
    - Payment of Police fine Tanzania and Zambia
    - Collecting all drivers' documents after coming back like delivery note and other payments documents.
    - Payment Border Clearance for trucks to cross border
    - Giving drivers Training on Road safety
    - Provide prompt help in case of accident/breakdown in difficult or isolated trips
- **October 2015 to December 2017** Texpol Development Company Limited  
**Title: Transport and Logistics officer**  
**Responsible:**
    - Ensure accountable, timely and cost-effective release of peacekeeping cargos along with personnel.
    - Coordinate and present logistics support to ongoing land, air, rail and river operations.
    - Develop reports on material and personnel movements and various operational logistics problems.
    - Design and develop standard operating methods to manage logistics operations efficiently.
    - Allocation and proper rotation of appropriate work and assignments to the employees.
    - Attending and heading meetings which are to decide the welfare of the transportation facilities of that particular area.
    - Distribution, maintenance, repair and utilization of the entire vehicle fleet of the area.

- **March 2014 to August 2015;** Vodacom Head Quarter

**Title:** Customer Care Agent

**Responsible:**

- Attending Customer Care
- Handling incoming calls, verifying information
- Typing, filing remedy and e-mail,
- Informs Customers by explaining procedures, answering questions
- Maintains communications equipment by reporting problems;
- Updates job knowledge by studying new product descriptions;
- Maintains and improves quality results by adhering to standard and guidelines, recommending improved procedures;

- **January 2012 – December 2013;** Trans Africa Logistic Ltd (TALL)

**Title:** Tally Clerk

**Responsible**

- Recording all Cars discharged from a ship;
- Analyse all merchandise (cars) to see if there is anything damaged;
- Counts all Cars and finally to submit all the data in yard;
- Adhere to best practise in tally clerical function;
- Filling Vehicle Discharged Inspect Form;

- **Feb 2011- December 2011;** Inspectorate Testing Company Dar es Salaam

**Title:** Inspection Officer/ Clerk

**Responsible**

- Record shade and yardage ticket for each piece of material from a ship;
- Attaches labels to packaged floor covering;
- Adjust control that actuate and position grade to mark specific material;
- Counting Cargo from a ship;
- Provide document that help transfer of Cargo from Port to its destination;

## 5. REFERENCES:

(1) **Mr. Mafken Zellah**

Vice Director  
Texpol Development Company  
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(2) **Mr. Nurdin Mateka**

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(3) **Mr Edward Kyando**

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