

CURRICULUM VITAE

JOHN JOHN MUSSA

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PERSONAL DETAILS

Full name: JOHN JOHN MUSSA
Date of Birth: 04/02/1992
Place of Birth: Masasi Mtwara
Nationality: Tanzanian
Sex: Male
Marital Status: Single

EDUCATION BACKGROUND

Duration	Institution/College	Award
2013-2016	Zanzibar Institute of Financial Administration (ZIFA)	Bachelor degree in Procurement and Supplies Management
2011-2013	Tunduru Secondary School	Advanced Certificate of Secondary Education(ACSE)
2007-2010	Lulindi Secondary School	Certificate of Secondary Education(CSEE)
2000-2006	Ndwika Mazoezi Primary School	Certificate of Primary Education

WORK EXPERIENCE

DATE	INSTITUTION/ ORGANIZATION	POSITION	DUTIES/RESPONSIBILITIES
1. 3/8/2015- 16/9/2015	LINDI MUNICIPAL COUNCIL(LMC)	ASSISTANT PROCUREMENT OFFICER	<ul style="list-style-type: none"> ▪ Receiving material from suppliers ▪ Keeping record (GRN, STORE LEDGERS, ISSUE VOUCHERS AND RECEIPT VOUCHER) ▪ Issues materials from store as per signed request to user department. ▪ Conducting stock taking in the store monthly quarterly, semi annually, annually ▪ Prepare the Tendering document/solicitation document. ▪ To prepare procurement contract of works and services. ▪ Maintaining a list of suppliers of materials
2. 02/1/2017- 20.05.2018	Tanzania Mechanical Electrical and Electronics Services Agency. Volunteering. (TEMESA)	ASSISTANT PROCUREMENT /SUPPLIES OFFICER	<ul style="list-style-type: none"> – To process, procurement of goods/materials and services required by the user departments. – Attend in evaluation committee as secretariat. – To prepare quarterly, semi annually and annual procurement report. – Maintain a list of register of all contracts awarded. – To receive bid and evaluate the same. – To prepare and review the tender evaluation report prior to submission to the tender board. – To monitor stores function by reviewing stores ledgers and other stores documents.

			<ul style="list-style-type: none"> - Prepare the inventory sheet. - To conduct negotiation with bidder/suppliers. - Dispatch of orders to vendors/suppliers. - Prepararation of LPOs. - Preparation of Quotations.
3. 21.05.2018 to date	DANGOTE CEMENT TANZANIA LIMITED	STORES OFFICER	<p>Working at Dangote Cement Company, Mtwara Plant as Stores Officer and perform the following duties and responsibilities</p> <ul style="list-style-type: none"> • Receiving of incoming goods • Supervising the unloading of material Count, tally • Checking for damage/shortage and prepare report and discrepancies concerning the condition found. • Prepare Goods Receipt Note (GRN) through SAP • Ensure good housekeeping (Example. check for spillage of oils, dirty walls, and obstructions). • Prepare Goods Rejection Memo or reports and submit to the respectively department (in case of goods rejected) • Arrange for inspection process and complete the inspection as required. • Make entries Bin (stock) cards or material tag promptly in every material or item kept in store. • Ensure that rules and regulations relating to physical custody and preservation of stores are strictly adhered and

		<p>STORES OFFICER INCHARGE DANGOTE MINES 20th AUGUST.2018 to date.</p>	<p>followed.</p> <ul style="list-style-type: none"> • Ensure Receipts and Issues are correctly documented manually and in the system through SAP • Offloading the fuel through metering system. • Issues the fuel through metering system. • Receiving and inspect the explosive material from supplier. • Receiving and inspect spare for Heavy-duty machine-like Cat dumper, shovel, terex dumper. • Issue the spare to the user department. • Comply with maintenance schedule
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OTHER ATTRIBUTES

- ❖ Good team player and ability to integrate into a multicultural environment.
- ❖ Ability to prioritize work and meet deadline.
- ❖ Very good in time management.
- ❖ Quick learn and quick adapted to new working procedures and process.
- ❖ Cooperatives ready to learn good things from others as well as sharing skills and experience with others.

COMPUTER SKILLS

Ms Office, Ms Excel, Ms PowerPoint, Ms Publisher, Internet surf and e-mailing, and I am able to perform computer maintenance activities such as computer formatting, installation of different software including operating system(window) and other trouble shooting, with IT skills.

LANGUAGE

- English; Good (both in Written and Spoken)
- Swahili; Good (both in Written and Spoken)

REFEREES

- ❖ MR STEVEN MHINA
LINDI MUNICIPAL PROCUREMENT OFFICER
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0673820947
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- ❖ Eng G. MALEKO
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DECLARATION.

I, undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualification, my experience, and myself

Signature

A handwritten signature in blue ink, consisting of stylized initials followed by a horizontal line and a small flourish.