

# CURRICULUMVITAE

## 1. Objective

---

A highly talented, professional and dedicated Procurement Officer to achieve high career growth through continuous process of learning for achieving goal and keeping myself dynamic in the changing scenario to become a successful professional and leading to best opportunity.

## 2. Personal Particulars

---

**Full Name:** Victor Phales John  
**Date of Birth:** 08 June 1994  
**Place of Birth:** Kilosa ,Morogoro  
**Marital Status:** Single  
**Nationality:** Tanzanian  
**Language:** Fluent Swahili and English  
**Postal Address:** P. O. Box 13592, Dar es salaam  
**Email:** [victorjohnphales@gmail.com](mailto:victorjohnphales@gmail.com)  
**MobilePhone:** +255 684 504 148,+255 659 945 746.

## 3. Education Background

---

**Institution:** The University of Dodoma (UDOM)  
**Award:** Bachelor of Commerce in Procurement and Logistics Management  
**Duration:** 3 years (2018- 2021)

**Institution:** Sangu High School  
**Award:** Advanced Certificate of Secondary Education  
**Duration:** 2 years (2015-2017)

**Institution:** Dumila Secondary School  
**Award:** Ordinary Certificate of Secondary Education  
**Duration:** 4years (2009-2012)

**Institution:** Matongoro Primary School  
**Award:** Primary Certificate Education  
**Duration:** 7 years (2002-2008)

#### **4. Professional Experience**

---

##### **YAPO Organization Dar-es-salam**

March 2022- August 2023

Position: Procurement Officer

Responsibilities;

- To prepare estimates budget for office supplies.
- Preparation of mini competition quotation for seeking suppliers and contractors.
- Store house operations; arrangement of items and its efficient layout and management.
- Carefully stock taking, updating store details to store ledgers and balancing those to bin cards of respective items.
- Procurement contracts preparation, processing and management.
- To prepare estimates budget for office supplies
- To prepare local purchasing order
- To maintain receipt and issues register
- Receive vendor invoice and process payment
- Process and obtain relevant approval for material to be purchased.
- Follow up on supplier delivery check compliance in terms of documents

##### **Tanzania Revenue Authority (TRA) Dar es Salaam**

September 2020 - November2020

Position: Procurement Officer.

Responsibilities;

- Preparation of Local Purchase (LPO) and its successful processing until delivery of orders
- Management of goods receipts, distribution and its proper documentation as required by procurement law.
- Preparation of mini competition quotation for seeking suppliers and contractors.
- Procurement contracts preparation, processing and management.
- Store house operations; arrangement of items and its efficient layout and management

##### **White Int City Construction Company**

Angst 2019–November2019

Position: Procurement Officer.

Responsibilities;

- Store house operations; arrangement of items and its efficient layout and management
- Management of goods receipts, distribution and its proper documentation as required by procurement law
- Preparation of mini competition quotation for seeking suppliers and contractors.

#### **5. Skills Based**

---

-Computer application skills {Basic skills and experience in using Microsoft Office(Word, Excel and PowerPoint)}.

-Leadership skills

## 6. Personal Attributes

---

- Ability to work efficiently under normal condition with minimum supervision.
- Ability to travel long distances and flexible to work in different environments.
- Ability to ensure all safety and environmental conditions are maintained and followed and a fast learner.
- Ability to commit to work hard, independently and take risks.

## 7. Referees

---

**Name:** Veronica Njaala  
**Position:** Project Manager.  
**Institution:** YAPO  
Organization  
**Address:** P.O.BOX 13592  
**Phone:**+255(0) 689 924 772  
**Email:** [veronjaala@gmail.com](mailto:veronjaala@gmail.com)

**Name:** Grace Ngoiya  
**Institution:** TRA Dar es salam  
**Address:** P.O.BOX 6610  
Dar-es-salam  
**Phone:**+255(0) 759 008 909  
**E-mail:** [gracengoiya@gmail.com](mailto:gracengoiya@gmail.com)

**Name:** Emmanuel Norbert  
**Position:** Chief Executive Officer  
**Institution:** White City Int CO LTD  
**Address:** P. O. Box 6610 Dar es  
salam  
**Phone:**+255 756 866 939  
**E-mail:** [mlihano07@gmail.com](mailto:mlihano07@gmail.com)

## 8. Declaration

---

Iam Victor Phales John here by solemnly declare and certify that the information provided in the document is trustworthy and truthfully to the best of my knowledge.