

BARYOHANA Y EMMANUEL CURRICULUM VITAE

A; PERSONAL PARTICULARS

Name: BARYOHANA Y EMMANUEL

Cellular: +255692546988, +255652239126

Gender: male

Date of birth: 02/07/1997

Religion: Christian

Nationality: Tanzanian

Marital status: single

Present address: P.O.BOX 705 National Institute of Transport

Residence: Dar Es Salaam (mabibo)

E-mail address: ebaryohana@gmail.com

B: SUMMARY

I'm a detail oriented, efficient and organized professional with extensive knowledge and Experience in procurement and logistics. I possess strong analytical and problem solving skills, professional report and documents writing skills as well as growing well in deadline driven environments. I am a good team player with excellent communication, Interpersonal and relationship management skills. I am highly Trustworthy, discreet and ethical and accustomed to handling sensitive information and confidential records. I believe in truth and honest while aiming in attaining goals and fulfilling objectives as assigned.

C: FUTURE OBJECTIVES

To employ my skills in working with institutions and companies with the aim of contributing to the institution's mission while building and developing in my career.

D: WORKING EXPERIENCE

1. Procurement Officer

July 15, 2019 – September 22, 2019, Field Training at **SINGIDA MUNICIPAL COUNCIL**-under Procurement Management Unit as procurement officer assistant for two months.

Roles and Responsibility

- To assist in the selection of appropriate suppliers and contractors
- To draft an appropriate service level agreement to properly evaluate the performance of the suppliers,
- To Works with internal stake holders (user departments) to determine procurement needs, quality and delivery requirement
- Responsible for order placement timing
- Initiate and keep track of orders
- To keep daily records
- Review inventory and update as required

Achievement as procurement officer.

- Improve service provided by various suppliers this was due to our strong performance supervision. And well drafted service level agreement
- Cost reduced in many purchasing initiated to obtains the best value for money

2. September 2020 - November 2020. Conducting Field Training at TANESCO MWANZA (NYAKATO STORE) as assistant procurement officer and warehouse supervisor.

Roles and responsibilities

- Dealing with receiving of material as well as inspection in accordance to specification requested
- Stock taking on the warehouse and recording of materials
- Posting of customers request and orders in the organizations system
- Maintaining purchase records and other important data
- Reviewing all vendors and suppliers contracts as well as creating and maintaining relationship with vendors/suppliers.
- Reviewing procurement documents and prepare orders.
- Tracking inventory level and manage purchasing activities

Achievements as procurement officer and warehouse supervisor

- Improved system on receiving of orders, issuing and hence improved customer relationship with the organization.
- Managed to organize well the warehouse pattern as it facilitated easy allocation of materials and hence improved better service to respond to customer orders.

INTERNSHIP WORKING SITE 2022

TanESCO Nyakato-Store Mwanza from January 2022- November 2022 as an intern worker particularly dealing with Procurement duties and store keeping.

❖ Roles and responsibilities

- Receiving, storing and inspection of materials and equipment to be kept in the warehouse
- Participating in stock checking and stocktaking
- Writing and issuing of authorized material orders
- To receive materials from different suppliers or any other sources
- To keep store clean and tidy and preventing unauthorized persons from entering the warehouse
- To ensure proper stock level and maintaining proper records of store documents.
- Tracking inventory levels and managing purchasing activities.
- Ensuring basic maintenance standards and compliance with healthy and safety regulations.
- Checking orders, bills, items received, inventory and deliveries for accuracy.
- Check materials against customer orders, picking lists and billings.

Employed at Sapphire Float Glass company Ltd.

December 2022- August 2023 working as a WAREHOUSE SUPERVISOR at Sapphire Float glass Company Ltd at Mkuranga district, particularly dealing with warehousing operations

Duties and responsibilities

- o Recording of receipts and issuing of materials, thus recording on material bin cards and stores ledger.
- o To ensure proper arrangements and storage of materials.
- o To ensure stock level and maintaining proper records of stores documents
- o Ensuring non authorized personel are entering the store and so maintaining cleanness of the store
- o Conducting stock taking and so to enable good stock level
- o receiving, inspecting and arranging of materials in accordance to the parking list of the incoming materials to their respective locations

E: ACADEMIC QUALIFICATIONS

- **2018 - 2021: Bachelor Degree; National Institute of Transport**
Awarded; Bachelor's degree in Procurement and Logistics Management
- **2015-2017: High School Education: Kbiti High School Secondary School**
Subjects: History, Geography and Kiswahili
Awarded: Advanced Certificate of Secondary Education Examination (Division II)
- **2011-2014: Ordinary Secondary School Education: Umoja Secondary School**
Awarded: Certificate of Secondary Education Examination (Merits)
- **2004-2010: Primary School Education; welezo Primary School**
Awarded: Certificate of Primary Education

F: SKILLS

- Problems solving,
- interpersonal,
- time management,
- negotiation skills

G: LANGUAGES

- English-fluent
- Swahili-fluent

H: COMPUTER LITERACY

- Microsoft office,
- spreadsheet,
- data processing software,

I: SEMINARS

- ▶ I attended Procurement and Supplies Professionals and Technicians (PSPTB) seminar 2018 at NATION INSTITUTE OF TRANSPORT.
- ▶ I attended procurement and supply student association's event at Tanzania institute of accountancy which was sponsored and supervised by PROCUREMENT AND SUPPLIES PROFESSIONAL AND TECHNICIANS BOARD (PSPTB)

J: ACTIVITIES AND INTERESTS

- ▶ Reading books (novel).
- ▶ Attending seminars prepared by Procurement and Supplies Professionals and Technicians Board's (PSPTB) Seminars

K: AVAILABILITY

- ▶ Immediately

L: REFEREES

1.Name: NASSORO SADICK JUMAPILI

Occupation: STORE ASSISTANT, TANESCO NYAKATO-MWANZA,

P.O. Box: 08, MWANZA.

Phone: +255673139003/ +255758139003

2.Name: RESPICIUS RWEGOSHORA

Occupation: ASSISTANT SUPPLY AND TRANSPORT OFFICER,

TANESCO NYAKATO-MWANZA

P.O.BOX: 08,MWANZA

Phone: +255625828416

3.Name: YOHANA ORDEN MWITULA

Company: TANZANIA PORTLAND CEMENT, PRIVATE COMPANY LIMITED.

P. O. BOX; 1950. DAR ES SALAAM

Occupation: SHIFT SUPERVISOR.

Phone: +255654116827

4.Name: SARAH MWAMPASHE

Occupation: Assistant procurement officer-Singida Municipal Council

Phone: +255768694597

Email: tensonsarah@gmail.com

N: DECLARATION

I, BARYOHANA Y EMMANUEL DO HEREBY DECLARE that all stated above is true to the best of my own knowledge