

CARRICULUM VITAE

MBAROUK RASHID BALOZI

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MAGOMENI - DAR ES-SALAAM.

PROFESSIONAL PROFILE

I am skilled of Procurement with one year working in Procurement field, and Storekeeping with one year experience, demonstrated ability of Procurement campaign development that build strongrelation across all targeted business.

OBJECTIVE

To become associated with an organization, where I can utilize my skills and gain further knowledge and experience while enhancing the reputation and productivity of organization.

CORE SKILLS

Active Listening

Communication and interpersonal skills

Business skills

Adaptability

Time management and Organization

Solving problem skills

Computer Literacy

Work under Pressure

CAREER EXPERIENCE

February, 2023 – January 2024 I worked as a Volunteer of Procurement at Zanzibar Food and Drug Agency (ZFDA) deal with; Monitoring stock prices.Researching suppliers. Tracking orders, updating records. Conducting market research, evaluating offers, negotiating prices and ensuring timely deliveries.

December, 2021 – January, 2023 I worked as a Volunteer of Storekeeping at Wete Pemba Hospital in ZAMEP division, deal with; Tracking and receiving goods. Loading and unloading goods. Conducting inventory checks and verifying stock discrepancies. Ensure all records are updated. Maintaining cleanliness and preserving goods and tools ina neat and safe manner. Ensuring goods are consistently available in the warehouse. Ensure stocks are secured in all time.

While I am at college 2020 – 2021 I worked with SUMA GENERAL STORE, ZANZIBAR as a Sale Representative, deal with; Providing excellent customer service and driving sales. Staying informed about the latest product trends and details of the merchandise to provide accurate information to customers. Informing customer about ongoing promotion, discount, or special offer to encourage sales.

EDUCATION AND QUALIFICATIONS

AWARD	YEAR	INSTITUTE
Diploma of Procurement and Logistics Management	2019 - 2021	Tanzania Institute of Accountancy
Certificate of Federation of Procurement and Supplies Student's Association	2020 - 2021	Tanzania Institute of Accountancy
Certificate of Procurement and Logistics Management	2018 -2019	Tanzania Institute of Accountancy
Certificate of Ordinary Level	2014 - 2017	Mbuzini Secondary School
Education of Primary Level	2007 - 20013	Piki Primary School

LANGUAGE

Fluent in both written and spoken English and Swahili.

HOBIES AND INTETERESTS

Reading books and articles

Interacting with new people

Doing workouts

LIST OF REFEREES

1. Mohammed Ali Nassor

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