

ALBERT W. NDORO

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KILIMANJARO, TANZANIA

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PROFESSIONAL SUMMARY

Result oriented operation officer familiar with all aspects of logistics, port, and shipping and receiving and general warehouse operations. Detail oriented and highly efficient in leading shipping and receiving operations.

Flexible schedule and available for all shift

HIGHLIGHTS

Inventory management

Multi-site operations

Storage procedures

Budget and costs control

Sales Marketing

Equipment operation

Team oversight

Shipping planning, port and management

Customs service's

Deliveries

EDUCATION BACKGROUND

- **2018 – 2019 DAR ES SALAAM MARITIME INSTITUTES**
 - **Ordinary diploma in shipping logistics and managements**
- **2017 – 2018 DAR ES SALAAM MARITIME INSTITUTES**
 - **Technician certificate in shipping logistics and managements**
- **2008 – 2009 Saint Augustine university of Tanzania – MWANZA**

- *Certificate in Accountancy*
- **2006 – 2008 MAJENGO SECONDARY SCHOOL**
 - *Advanced certificate of secondary education (ACSE)*
- **2002 – 2005 KISOMACHI SECONDARY SCHOOL**
 - Certificate of secondary education (CSEE)*

MAULY TOURS & SAFARI LIMITED COMPANY

JULY 2021 – DECEMBER 2023

Work as TRANSPORT ASSISTANT

- **Vehicle inspection and quality control**
 - **General vehicle equipment and accessories before departure**
 - **Water ctns, hamper, wet wipes preparation**
 - **Cleanness of all vehicles before services**
- **All Safari and Transfer Allowances preparations**
- **Insurance and Sumatra, TCRA and other updates**
- **Notifying Drivers on their Safari and Transfers**
- **End of the month reports on Maintenances, Car wash, and Fuel cost**
- **Planning chart for SAFARI/ TRANSFER CHART**
- **Maintain WIFI/ASSET/EQUIPMENT they are given in the guides**
- **Provide information on time to the leadership**
- **Provide any other support to the transport department when needed.**
- **Summarize and organize all local flight bookings, ensuring accuracy and efficiency in travel arrangements for safari participants.**
- **Organize and compile comprehensive safari files, containing all necessary documentation and information required for successful safari operations.**

MACHARE INVESTMENT COMPANY.

January – June 2021 work as a FLEET CONTROLLER.

- . Preparation of tracking reports, accident, and all related reports required internally or externally**
- . Preparation of delivery notes.**
- . Management of loading and offloading trucks.**
- . Documentation and presentation of documents to clearing agents**
- . Coaching drivers for continual improvements through proper communication and guidance.**
- . Arrange and plan routes and process shipment.**
- . Resolve any arising problems or complaints.**
- . Keep track of quality, quantity, delivery times. Transport costs and efficiency.**
- . Direct, optimize and coordinate full order cycle**

TPA (Tanzania port authority)

July –November 2018 field work as an operation in each departments

- Perform assignment task at all department such as**
- PLANNING AND SHIPPING(STATISTICS)**
- SECTION B(ZONAL AND EXPENDITURE)**
- SECTION A**
- MOTOR VEHICLES**

I&M BANK

August – November 2015 Temporary work as a sales representatives and marketing in ARUSHA

- Manage selling of various products in professional manner.**

- *Manage various documents for all sales sources efficiently.*
- *Improves product marketability and profitability by researching, identifying, and capitalizing on market opportunities; improving product packaging; coordinating new product development.*
- *Sustains rapport with key accounts by making periodic visits; exploring specific needs; anticipating new opportunities.*

OTHER SKILLS AND COMPETENCY:

- *I possess excellent computer skills; I can work with computer with both Microsoft word and Microsoft excel, and all Microsoft offices*
- *I am confident, hardworking and self-motivated person, willing to learn and enjoy meeting challenges and seeing them through.*

REFEREE

1. *William Bazil
Ndor Field
Officer
KATC –MOSHI
Phone No: 0629366335*
2. *Dr.
Johnson
Lecture
DMI (Dar es Salaam
Maritime Institute)
Phone No: 0688941921*
3. *Sir
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