

CURRICULUM VITAE

Name Peter Edward Mhina

Contact information P.O Box 67065 Dar es salaam
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Tanzania
Email: prmhina95@gmail.com

Age 30yrs

Language Swahili/ English

Education **St Augustine University of Tanzania**
Bachelor of Business Administration majoring- Procurement and Logistic Management -July 2019.

Expert in;

- i. Management and Administration
- ii. Procurement and logistics
- iii. Marketing and Sales
- iv. Entrepreneurship and Leadership
- v. Customer care.

Makongo High School

Advanced Certificate of Secondary Education (ACSEE)-May 2016

Eckernforde Secondary School

Certificate of Secondary Education (CSEE)-October 2013

Trainings **Global Management skills** (training at SAUT campus)-March 2018

Work safety – Delina Enterprises Group -June 2018

- Safety golden rules
- Contractors permits
- Safety audit

Retail station operations - Delina Enterprises Group - Aug 2018 and
Sept 2021)

- Shop

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- TQAS (service and car wash bays)

Fire Awareness Training – TanOil Investment LTD – Feb 2022, Feb 2023, and Feb 2024

First Aid Training - TanOil Investments limited – March 2024

Computer skills

Office package (Ms word, excel and power point), internet

Career Objective

To develop and perform business activities for a business committed to growth, improve its customer services and increase a market share.

Key competence and skills.

I can work in all situation (both independently and supervised), I am good in interpersonal communication, problem solving and a team player.

Researches

Examination of inventory management practices –MSD April 2019.

Community services

Member of the orphanage support student organization group-SAUT 2019

Member of procurement club – SAUT 2019.

Professional work

I have 6 years of professional work experience

Territory Operation Officer - Delina Enterprises Group from July 2018 – July 2020

Location ; Dar Es Salaam

Duties ;

- Managing the operation of Depot activities
- Managing the operation of retail stations
- Preparing loading planning and stock control to ensure no dry-out
- Ensure all operations follow company's safety policy
- Bulk selling of fuel
- Product pricing

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Operation Officer - TanOil Investment Limited from Feb 2021 to date

Location ; Dar Es Salaam

Duties ;

- Managing Operations at depot
- Supervising customers' orders for loading
- Timely clearing customers loaded trucks
- Making sure all safety rules are met within the depot premises (Area)

Some of the general achievements from these jobs includes

- Able to handle multiple tasks and achieve them
- Increase customer base
- Able to implements various operations and marketing strategies
- No serious safety incidence
- Able to attend various companies training and projects

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References

1. Mr. Willy Magige Lecturer SAUT

St Augustine University of Tanzania

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2. Mr. Leonard Mhina Retail Manager

Prime Fuels Tanzania Ltd

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3. Mr. Ngonzi Lecturer SAUT

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