

# Curriculum Vitae

## Mikidadi juma

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### OBJECTIVE

To find a challenging position to meet my competence, capabilities, skills, education and experience.

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### PROFILE

A graduate of Bachelor Degree in Logistics and Transport management who is willing to professionally contribute skills to the society for the development of our Nation. I am reliable and trustworthy. I am able to prioritize my workload, to work on my own initiative and in a team.

### 1. PERSONAL DETAILS

Surname: JUMA  
First Name: Mikidadi.  
Date of Birth: 19<sup>th</sup> November 1989  
Nationality: Tanzanian  
Sex: Male  
Marital Status: Single

### 2. CONTACTS

Address: Mikidadi juma  
P .O. Box 77007  
Dar es salaam  
Tanzania  
Mobile; 0712984808 ,0789678091(Day & Night)  
E-mail –mikidadyjuma@gmail.com

### 3. EDUCATION BACKGROUND.

Institution	Year	Subject/Award
National institute of Transport	2016-2019	Bachelor degree in Logistics and Transport management
Stella maris mtwara university college(STEMMUCO)	2014-2016	Diploma in procurement and supply chain management certificate
Stella maris mtwara university college	2013– 2014	Certificate of procurement and supply chain management
Institute of tax administration	2012-2013	East African customs clearing and freight forwarding practising certificate
Naliedele day Secondary School	2006 - 2009	O' Level: Kiswahili, English Language, Biology and Basic Mathematics Civics,

		History, Geography, and Chemistry <i>Certificate of Secondary Education</i>
Nachingwea Primary School	1999-2005	Primary Education Certificate

#### 4. WORK EXPERIENCE/ PRACTICAL TRAINING

DURATION	INSTITUTION	POSITION & ACHIEVEMENT
CURRENT 2021	VINMART LTD	<p><i>Worked as declaration and logistics officer</i></p> <ul style="list-style-type: none"> <li><i>To prepare documents necessary for customs valuation before submitting to (TANCIS)</i></li> <li><i>Prepare and make error free declarations of customs entries in TANCIS for local import goods, transit goods, local exports and transit exports goods</i></li> <li><i>To ensure that proper tariff classification for all items imported are declared such that each item gets correct Hs code.</i></li> <li><i>Advice Customers on proper customs procedure and shipping before, during and after importation</i></li> <li><i>To prepare Tansad One (T1) for transT GOODS TO abroad</i></li> <li><i>To make follow up on all necessary permits such as TBS and Chemical permits required for the specific shipments</i></li> <li><i>To make tracking of the vessels so that to get updates of the expected date of the arrival</i></li> <li><i>Handling the import process of goods from abroad.</i></li> <li><i>Arrange clearance of goods from port by ensuring the presence of accuracy documents ie invoice, bill of lading, invoice, pack list, permits if required as well as exemption document if necessary</i></li> </ul>

Jully2016-jully 2018	AANDHIS D CO.LTD	<p><i>Worked as LOGISTICS ANDCUSTOMS OFFICER with function</i></p> <ul style="list-style-type: none"> <li><i>• To make follow up on all necessary permits such as TBS,GCLA,EWURA and LATRA required for the specific shipments</i></li> <li><i>• To prepare documents necessary for customs valuation before submitting to (TANCIS)</i></li> <li><i>• To make tracking of the vessels and plane so that to get updates of the expected date of the arrival</i></li> <li><i>• Coordinate with the shipping company on the arrival of vessel and collection of delivery order.</i></li> <li><i>• Coordinate with the port terminal(TPA, TICTS, ICDS for clearance and Release of goods</i></li> <li><i>• Prepare and make error free declarations of customs entries in TANCIS for local import goods, transit goods, local exports and transit exports goods</i></li> <li><i>• Coordinate with TRA, TBS TPA on resolving matters related to imported goods</i></li> <li><i>• Advice Customers on proper customs procedure before, during and after importation</i></li> <li><i>• To prepare Tansad One (T1) for transit goods as the movement sheets during transit time.</i></li> <li><i>• To link up with TRA for the payment of duty and issues relating to customs compliance.</i></li> </ul>
21 <sup>st</sup> march to 21 <sup>st</sup> June 2016	Government procurement services Agency(GPSA) Mtwara	<p><i>Worked as procurement officer</i></p> <ul style="list-style-type: none"> <li><i>• To identify stock item requirements for placement of orders.</i></li> <li><i>• To prepare requests for quotations</i></li> <li><i>• To receive, match and submit documents of goods delivered for payment</i></li> <li><i>• Assist in preparation and participation for stock taking</i></li> <li><i>• To participate in preparation of monthly, quarterly and annual reports</i></li> <li><i>• keeping stores record</i></li> <li><i>• To receive, inspect and issue fuel(diesel) to customers</i></li> <li><i>• To issue tender document to supplier and RENEW OF CONTRACT</i></li> </ul>

April 2013 to October 2013	Sahara desert freight forwarder	Worked as documentation officer <ul style="list-style-type: none"> <li>• <i>Handling customers files</i></li> <li>• <i>Collecting shipment documents from shipping lines</i></li> <li>• <i>Deliver document to the customs office</i></li> </ul>
June 2011 to October 2012	Tanpack tissue limited	worked as store assistant/warehouse officer <ul style="list-style-type: none"> <li>• <i>Issuing material to the production department</i></li> <li>• <i>Keeping stores record</i></li> <li>• <i>Receiving and inspecting incoming and outgoing goods and materials</i></li> <li>• <i>Ensuring proper arrangement of the goods in the store</i></li> <li>• <i>Ensuring cleanness into the store</i></li> <li>• <i>Make delivery of goods to customers custody</i></li> </ul>

## 5. COMPUTER SKILLS

- ✓ Good in Microsoft Office applications (MS Word, MS Excel, MS Access, MS PowerPoint, Outlook,) and internet

## 6.INTERESTS/HOBIES

- Travelling
- Reading magazines, newspapers, Books
- Playing football

## 7. REFEREES

### **Arnold Almas**

Customs declaration officer

Vinmart ltd

P O Box 77007, Dar es salaam

Phone: 0783234048/ 0767093691

### **Mr.Anderson Makubo**

Managing director A AND HIS D CO.LTD& ABDOROTAN INTER

0713541520

078460421

**Mr Miraji Juma**

Declaration officer Vinmart ltd

P.O. BOX 77007 Dar es salaam

0718908499

**DECLARATION**

I certify that all information stated in this resume is true and completed to the best of my knowledge. I authorize you to verify the information provided in this resume.

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J.mikidadi