

CURRICULUM VITAE

Personal particular

Sure Name: Sonyi

Middle name: Iddy

First name : Ramadani

Gender: Male

Date of birth: 12th Feb 1994

Place of birth: Musoma, MARA

Marital status: Married

Nationality: Tanzanian

Language: English and Swahili

Address: P.O.Box 4865

Mobile: +255 715 809 014

E-mail: Ramadhaniddysonyi@gmail.com

Career objective:

I intend to join an organization that will surely benefit from my abilities and give me knowledge, recognition, achievement, pleasure, and wealth based on my skills and capabilities. Furthermore, I would like to enhance learning, through practical implementation

EDUCATION

2012-2016

Diploma in Procurement and logistics management at NATIONAL INSTITUTE OF TRANSPORT

2012-2012

Certificate in computer application at DATASTAR TRAINING COLLEGE

2008-2011

Certificate of secondary education at mchanganyiko secondary school

WORK EXPERIENCE

(CMTL Group)

2021- current

Position

Assistant Warehouse Supervisor and Archive operations

Job Description

- Supervise the team
- Process inbound and outbound
- Process stock count and prepare reports
- Preparing and verifying shipping documents
- Ensuring products are stored in the correct location and good condition
- Storing materials
- Report any discrepancies
- Communicate and cooperate with supervisors and coworkers

(Top archive ltd)

February 2020 – 2021

Position

Records Center Manager

- In charge of all operation activities
- Inspect and maintain equipment
- Observe safety procedures
- Supervising the team
- Prepare monthly reports for customers on service and storage
- Issue customer invoice with EFD machine receipt
- Process incoming and outgoing orders
- Providing the necessary support to ensure the accountability, transparency, and regulatory requirements of the company are met.

(RI Management ltd)

October 2019 – 2020

Position

Records Center Manager

- In charge of all operation activities
- Inspect and maintain equipment
- Observe safety procedures
- Supervising the team
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- Process incoming and outgoing orders
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The filling house (RI Management Limited)

April 2018 – October 2019

Position

In-bound and outbound specialist

- Process incoming and outgoing orders
- Investigate and resolve any order discrepancy for incoming or outgoing orders
- Accurately prepare all necessary paperwork
- Communicate with customer order issues
- Perform all physical requirements with assistance and without assistance
- Lift, load, and move boxes

INDUSTRIAL TRAINING AND INTERNSHIP

July 2014-sept 2014 attend industrial training at

MINISTRY OF TRANSPORT

Task done

- Prepare tender document

- Estimate and establish cost parameters and budgets for purchases
- Maintain records of purchases, pricing, and other important data
- Review and analyze all vendors/suppliers, supply, and price options
- Develop plans for purchasing equipment, services, and supplies

July 18, 2013- Sept 2013 attend industrial training at

TANZANIA ELECTRIC SUPPLY COMPANY LIMITED

Task done

- Post drivers daily and monthly roots
- Verify driver log book
- Stocktaking
- Maintain and update a list of suppliers and their qualifications, delivery times, and potential future development

HOBBY AND INTEREST

- Playing football
- Swimming
- Jogging
- Reading

REFEREES

BAHATI MABINA

Head department of business and entrepreneurship (NATIONAL INSTITUTE OF TRANSPORT)

Address: Dar es Salaam

Contact: +255 655 029 780

ELVISE MASHAURI

MINISTRY OF TRANSPORT

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Contact: +255 715 722 501

VICTOR ARAMA

Operation Manager (RI Management Ltd)

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