

KELVIN EDWIN CHRISTOPHER

P.O.BOX 705

DAR ES SALAAM

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(+255) 673 475333

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PERSONAL INFORMATION

Nationality : Tanzanian
Birth Date : 15 January 2003
Gender : Male
Status : Single

PROFILE

I am a graduate of Diploma in Logistics and Transport Management from National Institute of Transport (NIT), with Good Communication skills, Microsoft office packages (word, excel, power point) skills, able to use internet, E-mail and typing, Hard worker, Tolerant, creativity with passion to work with different people.

OBJECTIVES

Enthusiastic graduate, holding diploma in Logistics and Transport Management, seeking a job opportunity in an interested company/organization .Excellent records in transport documentation, proper planning on transportation modes to satisfy the customer's needs, clearing and forwarding as well as warehouse expertise. Over six months experience.

ACADEMIC QUALIFICATION

INSTITUTION	DURATION	AWARD
National Institute of Transport	2020-2023	Diploma in Logistics and Transport management.
Central Valley Secondary School	2016-2019	Certificate of Secondary Education
Kahama Primary School	2009-2015	Certificate of Primary Education

WORKING EXPERIENCE

YEAR	OCCUPATION	INSTITUTE/COMPANY
July to September 2021	Dispatch Officer (Field Practical Training)	TAZARA
July to September 2022	Operation manager (Field Practical Training)	TANZANIA RAILWAYS CORPORTION

SPECIFIC DUTIES & RESPONSIBILITY AS DISPATCHING MANAGER

- Arrangement of goods according to its documentation
- Supervising train activities relating to maintenance.
- Dispatching of goods to the customer.
- Cargo inspection before to be delivery to the client.
- Receive and answer emergency call and non-emergency call

- Monitoring and controlling the movement of cargo before to be delivery to the customer

SPECIFIC DUTIES & RESPONSIBILITY AS OPERATION MANAGER

- Maintaining high standard of train operation by ensuring all staff comply with policies, procedures and regulation
- Ensuring the train tickets for passengers and goods.
- Maintaining the communication between one stations to another station.
- Check the train performance before to start the journey.
- Provide customers services.
- To operate the train movement and preparation of train schedules.

OTHER SKILLS & QUALITY

- Ability to work in any environment.
- Basic computer skills.
- Ability to analytical analysis based on facts make informed decisions and work with people with different cultural and national background.
- Responsible and ready to face challenges.
- Communication skills

ATTRIBUTES COMPETENCIES

Mrs. Kelvin Edwin is someone who has courage in achieving goals, self-disciplined positive attitude and commitment as well as able to adapt new environments and having the ability to work either independently or as part of a team, and to work under pressure with or without supervision with ability to meet on deadline.

INTERESTS/HOBBIES

- Volunteerism and charity.
- Learning new things.
- Traveling and having quality time.

Languages: Swahili: Excellent (Speaking / Reading / Writing)

English: Excellent (Speaking / Reading / Writing)

REFEREES

FULL NAME	OCCUPATION	INSTITUTE/ ORGANIZATION	PHONE NO.
SIMON .R. BUCHWA	CUM LEGAL OFFICER (ADVOCATE)	BENJAMIN MKAPA HOSPITAL	Tell:(+255) 713785481
JEREMIAH JOSHUA	COMMITTEE CLERK	MWANZA CITY COUNCIL	Tell:(+255) 756514094
EDINA RWE GASIRA	SCHOOL TEACHER	KILELENI PRIMARY SCHOOL	Tell(+255) 757 278488

DECLARATION

I, **KELVIN EDWIN CHRISTOPHER**, hereby attest that all information given above are true and correct to the best of my knowledge. If I have chance to work at your company, I commit to implement all of company labor regulations and provisions.

NATIONAL INSTITUTE OF TRANSPORT



NATIONAL TECHNICAL AWARD (NTA)

It is hereby certified that

KELVIN EDWIN CHRISTOPHER

Registration No: NIT/BC/LTM/2020/3380
of*National Institute of Transport*

has been awarded a

*Diploma in Logistics
and Transport Management*after having fulfilled all the requirements for NTA Level 6
at the level of LOWER SECOND CLASSIssued on this 15th day of December in the year 2023

Chairperson
Governing Council

Rector

