

## SEMKURUTO SAMWELI JOHN

JOHN SAMWELI SEMKURUTO

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MWENGE – DAR-ES-SALAAM

AGE: 23

SEX: MALE

MARITAL STATUS: SINGLE

NATIONALITY: TANZANIA

## PERSONAL ATTRIBUTE AND COMPETENCIES

Computer literate professional with strong expertise in inventory management systems, cost control, and storekeeping. I am proficient in Microsoft Word, Excel, Access, PowerPoint, and operating systems, with solid knowledge in computer networking, maintenance and repair, and computer mathematics. I possess excellent skills in both frontend and backend website and system development, system installation and maintenance, and am experienced in graphic design using tools like Canva, Photoshop and Illustrator. I am well-versed in Tally ERP, API integration, system security, database management, data recording, and data analysis. Additionally, I have strong presentation skills, good facility management abilities, and a comprehensive understanding of system configuration, software updates, and security.

## SPECIAL AND PROFESSIONAL

- Leadership Skills
- Team Coordination
- Written & Verbal Communication
- Problem Solving & Critical Thinking
- Computer Proficiency
- Inventory & Cost Control
- Time Management & Multitasking
- Adaptability & Continuous Learning



**ACADEMIC BACKGROUND EDUCATION:**

1	START	END	PLACE
2	2008	2014	MUHEZA PRIMARY SCHOOLY(CPEE)
3	2015	2019	KWEMKABALA SECONDARY SCHOOLY(CSEE)
4	2021	2023	MASAI UTALII COLLEGE(CCE)
5	2023	2026	KILIMANJARO INSTUTE OF TECHNOLOGY(NACTVET)

**ACHIEVEMENT:**

- CERTIFICATE OF PRIMARY
- CERTIFICATE OF SECONDARY
- CERTIFICATE OF UNIVERSITY
  - MASAI UTALII COLLEGE
  - KILIMANJARO INSTUTE OF TECHNOLOGY
- CERTIFICATE OF TRAINING
  - ZANZIBAR COLLECTION
- CERTIFICATE OF BIRTH

**AWARDED/ GIFT:**

- ✓ TRAINING CERTIFICATE AT BREEZES BEEACH CLUB AND SPA ZANZIBAR



## WORKING EXPERIENCE:

BREEZES RESORT AND SPA IN ZANZIBAR COLLECTION

POSITION: ACCOUNT (STORE AND INTERNAL CONTROLLER)

### ✦ ROLE AND DUTY

- ❖ CHECKING AND MAINTAINING RECEIPTS INTO THE SYSTEM (FCM)
- ❖ CHECKING AND VERIFY ALL NIGHT AUDIT
- ❖ CHECKING AND VERIFY ALL SETTLEMENT POST ON THE SYSTEM
- ❖ CHECKING AND VERIFY ALL HAPPY HOUR IN DISCOUNT
- ❖ COORDINATING REGULAR STOCK TAKES WITH MANAGER
- ❖ ENSURE ADEQUATE RECORD KEEPING AND MANAGER ALL DOCUMENTATION TO CONFIRM PROPER STOCK LEVELS AND MAINTAIN INVENTORY CONTROL

FROM	TO	PLACE	POSITION	DEPARTMENT	REPORTING
2022	2023	BREEZES	STORE DATA ENTRY	ACCOUNTANT	FINANCIAL CONTROLLER

## WORKING EXPERIENCE:

TANESCO - TANZANIA - SUPPLY - COMPANY (LTD)

POSITION: MAINTAINER ON (INFORMATION COMMUNICATION AND TECHNOLOGY)

### ✦ RULE AND DUTY

- ❖ COMPUTER TROUBLESHOOT
- ❖ INTERNET-NETWORK SOLVING
- ❖ INSTALLATION AND NETWORK SUPPORT
- ❖ COLLABORATION TEAM WORKING
- ❖ WEBSITE DESIGN, CREATING, DEVELOPING SYSTEM
- ❖ APPLICATION CREATING
- ❖ APPLICATION INSTALLATION (MICROSOFT PACKAGE)

FROM	TO	PLACE	POSITION	DEPARTMENT	REPORTING
2022	2022	TANGA	ADMINISTRATION	IT	TROUBLESHOOTING



### **PERSONAL ATTRIBUTES:**

**VISION:** I FIRMLY BELIEVE IN HUMANITY ON THE EARTH AND IT'S IMPORTANT IN CULTURE, NATURE AND EDUCATION IN PROMOTING QUALITY OF HUMAN LIFE

**MISSION:** DEVORTNG TIME AND HARD WORK TO PROMOTE BETTER LIVELIHOOD OF PEOPLE THROUGH ENHACING KNOWLEDGE SHARING AND SUSTAINABLE DEVELOPMENT

**HOBBIES:** WACHING AND STUDY ONLINE, TRAVELLING, SINGING, INSPIRATION BOOK

**INTEREST:** TEACHING AND RESEARCHING, LEARNING NEW SKILLS, COMMUNITY SERVICE

**DESIRES:** TO ACT AS A MODEL IN CREATING, DISCOVERING, LEADING AND MOTIVATING OTHERS, PROMOTING TECHNOLOGY, ADUCATION AND INFORMATION SHARING TO THE LOCAL COMMUNITIES AND WORLWIDE

### **REFERENCE**

1: MR.WILLIUM

COST & REVENUE CONTOLLER -ZANZIBAR COLLECTIN

TEL: +255672289205

2: FRANC SAMWELI

INFORMATION TECHNOLOGY (IT)

TEL: +255657770805

### **DECLARATION:**

I DECLARE THAT THE INFORMATION GIVEN IS CURRICULUM VITAE IS TRUE AND ACCURATETO THE BEST MY KNOWLEGDE.

JOHN SAMWELI SEMKURUTO

