

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 INSTITUTE OF TECHNOLOGY(NACTVET)

ACHIEVEMENT:

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

AWARDED/ GIFT:

- ✓ TRAINING CERTIFICATE AT BREEZES BEACH 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	BREEZE S	STOREDATA 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

DESIRSES: TO ACT AS A MODEL IN CREATING, DISCOVERING, LEADING AND MOTIVATING OTHERS, PROMOTING TECHNOLOGY, ADUCTION 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