

Monica Nazareno Mpogole,
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11th September, 2023.

Shrijee's Supermarket,
P.O. Box 2085,
Mtendeni - Dar es Salaam,
Plot no. 1088 – Kibasila Street.

Dear **Sir/Madam**,

RE:APPLICATION FOR STORE KEEPER POSITION

I am writing to express my interest in the Store Keeper position at **Shrijee's Supermarket**. With practical experience in procurement and logistics, I believe I can contribute positively to your team's success.

During my practical training from July to September 2022 at TPA Mtwara, I gained valuable experience in procurement and logistics operations. This experience allowed me to develop strong organizational skills, attention to detail, and proficiency in inventory management.

I am confident in my ability to maintain an organized and efficient store operation. My practical experience has equipped me with the skills needed to ensure timely deliveries, manage inventory effectively, and collaborate with team members and suppliers.

I am excited about the opportunity to contribute to the success of **Shrijee's Supermarket** and am available for an interview at your earliest convenience. Please feel free to contact me at +255 711 356 555 or mpogolemonica103@gmail.com.

Thank you for considering my application. I look forward to the opportunity to discuss how my qualifications align with the needs of **Shrijee's Supermarket** in more detail.

Sincerely,

M.Mpogole

Monica Nazareno Mpogole

CURRICULUM VITAE (CV)

Monica Nazareno Mpogole

DAR ES SALAAM.

mpogolemonica103@gmail.com

+255 711 356 555

1.0 PERSONAL INFORMATION

Sex : Female
Date of birth : 10Th March, 2002
Marital status : Single
Nationality : Tanzanian
Language : Swahili & English

2.0 PERSON PROFILE

ABOUT ME; I am self-motivated, Honest, problem solving kind of person, who is capable of working under pressure to meet the given objectives. Also able to adapt new working environments and work with a variety of ethnic, social or education background and gender.

3.0 EDUCATION BACKGROUND

DATE	INSTITUTION	AWARD
Sept,2021–July,2023	Tanzania Institute of Accountancy	Diploma in Procurement and logistics Management
Sep,2020-July,2021		Tanzania Institute of Accountancy Certificate in Procurement and
		logistics Management
2016-2019	Mbezi Inn Secondary School	Certificate of Secondary Education
2009 - 2015	Mbezi Primary School	Certificate of Primary Education

4.0 SUMMARY OF QUALIFICATION CURRENTLY

Undertaking Diploma of Procurement and Logistics Education (DPLM) at Mtwara Campus. Institute of Education (TIA) a Tanzania Institute of Accountancy.

5.0 WORKING EXPERIENCE/PRACTICAL TRAINING

JULY-SEPT 2022; First field (procurement and logistics in TPA Mtwara)

Responsibilities

- To receipt and issues and material all activities
- To preparation of material requisition notes
- To prepare local purchasing order (LPO) to the supplier

- To make a good customer care to the customer
- Inspection of good/ identify of good a variable in marketing
- To checking of quality ,quantity and condition of incoming good followed by their proper storage
- Safe keeping of working tool and marketing material

6.0 HOBBIES AND INTEREST

- .praise and worship
- .playing football
- . Interacting and exchanging ideas with other
- .Jogging
- .Swimming

7.0 ATTRIBUTES

- .Self-motivated and hard working
- .Time management
- .Good communication and presentation skills
- . Team working and Flexibility
- .Self- driven and hard working
- .Self-awareness always seeking to learn and grown

8.0 OTHER SKILLS

Computer skill E.g Microsoft windows and office (word, excel)

Communication skills E.g writing skills, listening , reading ,and speaking different leading

9.0 CAREER OBJECTIVE

To became a competent and the best in different skills and styles based on my subjects of qualification (language and Kiswahili) therefore seeking a long -terms opportunity within the administration profession ,where my professional experience education and abilities would be advantage on the growth of my client and my self

10. REFEREES.

1. ABDUL MASSAWE
Hr Office
Nanyamba
0652575884
abdulimassawewebhrm@gmail.com

2. HANIFA MPOGOLE
Engineer of Electrical Civil
Dar es Salaam
0745909053
hanifampogole03@gmail.com

3. NAZARENO MPOGOLE
Human Resource officer
Dar es Salaam
0673588108 and 0692739999

11.0 CERTIFICATE

I am Monica Mpogole certify that to the best of my on my on knowledge and belief that these details correctly describes me my qualification, ability and experience; Here is my signature and full name

SIGNATURE

MONICA .N. MPOGOLE

