

Kelvin Aron Mtobesya

Procurement Officer

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P. O. Box 1926, Mwanza, Tanzania

SUMMARY

Procurement Professional registered by Procurement & Supplies Professionals and Professionals and Technicians Board (PSPTB) with practical knowledge & hands-on experience in procurement and supply chain practices.

I excel through leveraging my extensive knowledge in process optimization as well as an unsurpassed work ethic to minimize costs and increase productivity.

EXPERIENCE

Procurement Officer

Mwanza Airport ~ 2019 – 2023 + Mwanza, P. Box 1926 Mwanza
Tanzania Airport Authority Saving Mwanza Airport.

- Performed monthly reconciliation of open procurement orders.
- Streamlined timely approvals of procedural form by Tender Board through effective preparation and verification of different procedural forms for procurement process.
- Secretariat of Mwanza airport delegated tender board.
- Commended for exemplary preparation of tender documents draft, supply contracts and quotations whilst sending invitation for quotations and participating in tender opening ceremony.
- Used MUSE to authorize and monitor purchase orders and all consumables.
- Established clear lines of communication between organization and service providers, contractors and suppliers.
- Spearheaded analysis of procurement requisition from user departments & determines the appropriate method of procurement, quotation, tender and request for proposal.
- Maintained contract after award and Follow up on schedule of order and delivery to awarded suppliers/contractors.
- Liaised with suppliers in delivering quality and kept all documents up to date which fostered total adherence to the organization's policies and procedures.
- Entrusted with scheduling, organizing and facilitating tender/bid document openings and /or Pre Bid meeting related to Quotations, Tenders and Proposals

MY PHILOSOPHY

"If your actions inspire others to dream more, learn more, do more and become more, you are a leader."

John Quincy Adams

- Championed quality assurance through receiving and inspecting goods delivered from suppliers and preparation of Good Receiving Note GRN.
 - Leveraged excellent communication skill to create and maintain good relationships with vendors/suppliers.
 - Performed proper and timely implementation of Annual Procurement Plan in order to archive value for money in supply chain
 - Devised and executed annual procurement plans and contracts; including works, consultancy, non consultancy and goods contracts
 - Worked with clients to resolve claim issues quickly and efficiently
 - Scheduled and organized inventory management of various items
 - Generated weekly, monthly, quarterly and yearly reports on purchasing operations.
 - Organized receipts, purchases and documentation of all procurements and supplies.
 - Coordinated procurements and logistics
- > <http://www.mwanzaairport.go.tz>

EDUCATION

BScP -- Bachelor of Science in Procurement and Supply Chain Management.

St. Augustine University of Tanzania (SAUT)

~ 2016 - 2019 + Mwanza, Tanzania

DPLM -- Diploma in Procurement and Logistics Management.

Tanzania Institute of Accountancy (TIA)

~ 2013 - 2015 + Mbeya, Tanzania

Certificate of Secondary Education

Mbalizi High School

~ 2006 - 2009 + Mbeya, Tanzania

CREATING IMPACT

Streamlined timely approvals of procedural form by Tender Board.

...Through effective preparation as well as verification of different procedural forms for procurement process.

Fostered effective decision making by preparing consolidated weekly.

...And monthly procurement status report, stock movement reports and participating in preparing Annual Procurement Plans.

Commended for the exemplary preparation of tender documents.

..Draft, supply contracts and quotations whilst sending invitation for quotations and participating in tender opening ceremony.

LANGUAGES

English	Fluent
Swahili	Fluent
French	Good

TOP COMPETENCIES



PROFESSIONAL WORKSHOPS | SEMINARS

Comprehensive Research Methodology & Techniques

Procurement and Supplies Professionals and Technicians Board PSPTB

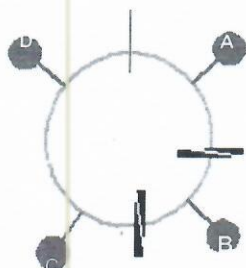
Procurement and Supplies Auditing Techniques

Procurement and Supplies Professionals and Technicians Board PSPTB

Talents, Career and Creativity Skills for Bright Economic Future

East Africa Productivity Trainers Limited

CAREER GOALS



- A Enhance professional skills in a dynamic workplace
- B Sustain high performance to boost organization success
- C Boost knowledge by engage more in professional training
- D Keep up with cutting edge of technology

DECLARATION

I, Kelvin Aron Mtobesya.

Hereby declares that this Curriculum Vitae (CV) describes my current qualifications, experience and skills correctly to the best of my knowledge.

Signature: 

Dated: 2024

STRENGTHS

Effective Communicator.

...Both orally and written, at individual and group levels, in formal or informal set ups.

Adaptable & Flexible.

...Able to challenge conventional ways of working and learn new roles quickly.

Well Disciplined.

...Always on time for tasks and never miss anything important.

Professional.

...Able to demonstrate technical skills and work under professional values.

Team Player.

...Able to play and work within a team as a team member or team leader.

PROFESSIONAL MEMBERSHIP

Procurement and Supplies Professionals and Technicians Board (PSPTB)

Registered Member

COMPUTER SKILLS

Word Excel PowerPoint Outlook

REFEREES

Margaret I. Mushi

Procurement Officer 1

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