

CURRICULUM VITAE

I. PERSONAL DETAILS

FIRST NAME: EMMANUEL
MIDDLE NAME: MARO
SURNAME: MOREMI
DATE OF BIRTH: 06.02.1992
GENDER: MALE
MARITAL STATUS: SINGLE
NATIONALITY: TANZANIAN
LANGUAGES: SWAHILI AND ENGLISH
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II. EDUCATION BACKGROUND

2002 - 2008 Nyiboko primary school.
Primary education level

2009 - 2012. Kisaka secondary School
Certificate for secondary education

2014 - 2015. Tanzanian Public Service College.
Certificate in Procurement and
supply Management.

III. WORKING EXPERIENCE

JANUARY 2016 - DECEMBER 2017

Worked with OLD AMBASSADOR LODGES AND RESTAURANT in Iringa town and Ruaha National parks on the following positions

- Procurement officer and store keeper
- Lodge manager.

JULY 2018 - JUNE 2020

Worked with LOIBORSOIT VOCATIONAL TRAINING CENTRE as Marketing Officer.

JULY 2020 - AUGUST 2023

Worked with FOCUS ACADEMY COLLEGE as Marketing officer and College registrar officer

As the Procurement officer and store keeper at OLD AMBASSADOR LODGES AND RESTAURANTS i was responsible for:

- To initiate purchase requisitions for the replacement of stock of all regular store items whenever the stock level of any item of store approaches the minimum limit fixed in respect thereof.
- To initiate action for stoppage of further purchasing when the stock level approaches the maximum limit.
- To check and receive purchased materials forwarded by the receiving department and to arrange for the storage in appropriate places.
- To reserve a particular materials for a specific job when so required.
- Exercises general control over all activities in store department.
- To ensure safe keeping both as quality and quantity of materials.
- To maintain proper record by using a computer.
- To issue materials only in required quantities against authorized requisition notes.
- To check the book balances with the actual physical stock at frequent intervals by way of internal control over wrong issues, pilferages etc.

As marketing officer at LOIBORSOIT VTC and FOCUS ACADEMY COLLEGE i was responsible for the followings:

- To visit different secondary schools for collecting students data for further communication after result released, Also providing information about courses offered by the colleges.
- To initiate communication with parents providing detailed information for each course offered by the colleges, giving advices to the parents and students referred to their examinations results.
- To initiate all admissions activities to different regions according to the marketing timetables.
- To prepare marketing department reports after each three (3) months, and to prepare annual report for each year.
- To control all marketing digital platforms and advertising the institutions in reasonable cost and best way in order to keep the standards.
- Leaching marketing team and create new strategies for marketing according to new challenges.
- To maintain marketing records by using computer.
- Working on all responsibilities given by Managing Director.

IV. ADDITIONAL EXPERIENCE

NOVEMBER 2014 - FEBRUARY 2015

Conducted field Training at Maswa District council under Procurement Management Unit (PMU), worked as Procurement officer and store keeper.

V. ADDITIONAL SKILLS

- Excellent in computer applications and computer languages (HTML)
- Good in CCTV Camera operating.
- Good working knowledge of administrative procedures.
- Strong operational knowledge with experience in fast changing environment.
- Self Managed and motivated
- Good planning, problems solving skills.

VI. HOBBIES

Listening music, watching Football.

VII. REFEREES

- Mr. VICENT DYUWUNDI
ICT HEAD OF DEPARTMENT
LOIBORSOIT VTC
P.O.BOX 1811
ARUSHA
TANZANIA
- Mr. ELI KOMBE
ASSISTANT LECTURER
TANZANIA PUBLIC SERVICE COLLEGE (TPSC)
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