

## PERSONAL DETAILS

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Age: 29yrs

Sex: Male

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# MUSSA MWAMBUNGI

Expert in Procurement  
Administrations & Logistics

## CAREER ASPIRATION

I am confident that I have diverse skills set which is an expectation of many prospective employers. I am reliable, responsible and hardworking individual who strive for excellent. It will be a great motivation to secure a career that offers ongoing challenges that will guarantee job fulfillment and satisfaction. An effective communicator at all levels within an organization, dedicated to maintain high quality standards of services for the organization and public at large

## PROFESSIONAL EXPERIENCE

### ADMINISTRATIVE & LOGISTICS OFFICER

*RHAB Mining Supplies Co.Ltd, Dar es Salaam, 2018 - Present*

- To admin team and provide support through assessment, capacity building, coaching and mentoring.
- Maintain an overview of the logistics and admin needs of all business units
- Takes responsibility for ensuring quality in logistics and administrative support by the company.
- Ensure overall coordination and management of all logistics, procurement and administrative aspects of the company; follows RHAB logistics and administrative procedures as well as develop innovative procedures where applicable.
- Ensures cost effectiveness and time-sensitivity across the supply chain and facilities management, including development of plans and priorities, follow up and measurement of progress.
- Manages and takes responsibility for team performance including ensuring new staff receive appropriate induction on logistics, procurement & supply chain and designated administrative responsibilities.
- As appropriate attend related forums on logistics and keep good relations with counterparts including suppliers on logistics management related issues.
- Contribute to the budget and monitoring processes in liaison with the finance department and Managing Director to ensure that logistics needs are factored into RHAB planning realistically.
- Maintain oversight of efficient and cost-effective facilities management in relation to building and office management and related services of RHAB in Inyonga and Msata sites
- Maintain oversight of efficient and cost-effective local travel and transport related activities (taxis, RHAB fleet and rental vehicles) for staff locally and visitors from abroad.
- Maintain oversight and ensure timely payments of invoices related to office, administration and facilities management
- Lead and offer advice on how to manage and maintain a simple but effective administrative system for the whole office.
- Ensure that RHAB complies with relevant registration procedures and our presence in the country is legitimate, and acknowledged by the appropriate ministries.

## EDUCATION

COLLEGE OF BUSINESS EDUCATION  
*Bachelor Degree in Procurement and  
Supplies Management  
Dodoma, Tanzania.  
2011- 2014*

TUKUYU SECONDARY SCHOOL  
Rungwe, Mbeya  
2009 – 2011

KIWIRA COAL MINES SEC.SCHOOL  
Kyela, Mbeya  
2009 – 2011

## KEY SKILLS & TRAINING

Computer applications programs



Accounting Packages



Tolerant and flexible



Organization and prioritization



Problem solving



Team leadership



## HOBBIES

Reading novels and watching  
movies

## ADMINISTRATIVE SUPERVISOR [Cashes, Purchasing, Logistics and Stores Management *Jubaili Agrotech Co.Ltd, Mbeya, Tanzania. 2017 - 2018*

Tracing errors and reconciliation online office cash box with physical cash  
Receiving cashes, sales receipt from sales man  
Following up different payments to TRA and City council, payments of stores attendants on daily basis.  
Receiving and depositing money to the bank after reconciliation  
Daily Issuing cash to support office operations eg. Fuels, Allowances etc.  
Posting invoices (Sales Order) to the customer's accounts and review the balances (Customer statement) before submission  
Online Transfer of stocks from one warehouse to another, main warehouse to sales man warehouse on system to avoid any stock discrepancies.  
Preparing customer's receipts/invoices /delivery note on the system.  
Coordinating and negotiating with Transporter and suppliers on delivering stocks to the customer and purchases of office appliance respectively.  
Maintain records of goods purchased and supplier's particular for the further references  
Ensuring procuring procedures are followed, Marking and labeling purchased items and suggesting the best policy to be used in purchasing activities to avoid unnecessary costs  
Making a follow up of containers sent from the port to the office to ensure safely arrival of the stocks  
To make follow up with TPRIA and ensuring working permits are up to dated.  
Receiving containers, arranging space for incoming stocks and finalize all procedures for stocks receiving and documentations  
Conducting stock taking, assessing stock discrepancy if any and resolve it.  
Issuing stocks to sales man after order being processed  
Reporting inventory levels and suggesting stocks top up to maintain good service level  
Maintaining stores staff attendant/Loaders, by recruiting, selecting, orienting and training.

## INVENTORY CONTROLLER

*Vuvuzela & Eventlites Co.Ltd, Makumbusho, Dar es salaam, Tanzania. 2015 - 2018*

- Perform counts and ensure all inventory is accounted for and reported according to company policy
- Maintain adequate inventory levels to meet customer demand
- Investigate and correct discrepancies in reported quantities and locations of all inventory
- Assess inventory output on a daily, weekly, or monthly basis to identify trends in productivity
- Manage cycle counts of product inventories on a regular basis
- Lead others in safe work practices, especially when in a distribution center environment
- Monitor delivery schedule and customer orders
- Place and receive orders in a timely and accurate manner
- File claims when defective products are discovered
- Coordinate with customer service and logistics departments
- Check date-sensitive products for expiration and facilitate removal or transfer of product as needed
- Perform process and system testing and track performance by area to locate and solve problems in data integrity, productivity, and efficiency
- Establish trusted relationships with suppliers to ensure quality service and cost-effective deals

## PURCHASING OFFICER [Internship]

*Rungwe International College of Business and Entrepreneurship Development, Mbeya, Tanzania. 2014 - 2015*

- Research and Evaluate potential vendors and Supplies for college's supplies
- Request quotes and compare prices for the purchasing decision
- Estimate and establish cost parameters and budget for the college purchases
- Create and Maintain good relationship with vendors and suppliers
- Negotiate appropriate contracts for pricing and supply
- Examine and review products and supplies to ensure quality
- Track incoming inventory, delivery arrival time and note actual arrival time
- Organize and Update database of suppliers, delivery times, invoices and quantity of supplies
- Develop future purchasing plans and source potential relation with vendor
- Analyze potential vendors and suppliers for future projects needs
- Following and enforcing the college's procurement policy and procedures
- Reviewing, Comparing, analyzing and approving services to be purchased.
- Managing inventories and maintaining accurate purchase and pricing records

## REFEREES

Name Samwel Mapunda  
Position Campus manager (Planning, Finance and Admin)  
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Name Shine Yudathadey Leon  
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## DECLARATION

I hereby declare that all above mentioned information is in accordance with fact or truth up to my knowledge and I bear the responsibilities for the correctness of the above mentioned particulars.

Date

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Signature

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