



PERSONAL DETAILS

Date of Birth : 1991
Nationality : Tanzania,
Language : English and Swahili
Gender : Male

EDUCATION

Registered by Procurement and Supplies Professionals Technicians Board (PSPTB). PSPTB Registered Graduate Professional	2020
Tanzania Institute of Accountancy (T.I.A) Bachelor's Degree in Procurement and Logistics Management.	2012 to 2015
Tambaza Secondary School Advanced Secondary Education	2010 to 2012
Dar es salaam Secondary School Ordinary Secondary School	2006 to 2009

OBJECTIVE

My focus is obtaining a position that will utilize my dynamic technical skills in procurement management, supply chain, logistics, inventory control, contracts and project management, international sourcing, warehouse management, sales, business strategy and customer services to enhance organization's financial performance, profitability and competitiveness. An innovative organization which will enable me to develop my career experience and become ideal professional who inspire other young professionals with remarkable performance.

TECHNICAL SKILLS

Procurement management. Inventory management. Logistics management. Warehouse management.
Supply chain management. Contracts management. Business strategy. Sales management. Projects management.
Customer services and satisfaction. Computer knowledge. Negotiation

SEMINARS AND TRAININGS

Career development seminar at swissport. Training and Certificate was awarded:

Inventory management and control. Warehouse management. Logistics Management. SWISSPORT, May 25, 2015

Customer service online course. UDEMY.COM/. The following topics were covered.

Customer service characteristics. Customer service attitude. Understanding customer problems. Customer service-in general business (upselling and cross-selling)

Customer services in-person. Customer service over phone. Handling difficult customers. Doing electronic customer services. Developing customer intimacy.

ACHIEVEMENTS

1. At KCU, I excelled in managing and addressing most common problems affecting purchasing activities and performance in almost every company as I tried to advice and making sure that: not allowing poor quality for lower cost, supplier assessment is a must before business, institute transparency and trust with supplier, no accidental orders, doing business without a formal contract is not acceptable, not ignoring the cost of time and To not focusing only on cost reductions and ignore other costs like wall-to-wall cost, quality cost, delivery, lead time and in turn inventory.
2. Reduced procurement and inventory costs by 20% at BMC by renegotiations optimal prices and terms, strategic sourcing and performing cost reduction techniques such as merge-in-transit, joint procurement, cross docking, ABC analysis, maintaining proper stock levels, avoiding defect in receiving, proper storage to avoid damages, deterioration and obsolescence in storehouse.

PERSONAL STRENGTHS

I am accomplished communicator, versatile with excellent organization skill, punctual and achievement oriented. I am innovative and passionate in serving and meeting customers' expectations. My enthusiasm in meeting and contributing fully in organizations success as I grow with it is my number one motivation.

EXPERIENCE

KCU LTD

January 2017 - May 2018

purchasing Officer (Intern)

Ensure all received purchase requisitions(PRs) timely processed and assist staffs with price estimates and specifications required on the purchase requisitions.

Continually update and search of the supply sources alternatives.

Suppliers visit and assessment and supplier relationship building.

Send out RFQs with suppliers code of conduct and ensure supplier sign.

Bid preparation and tender advertisements.

Negotiations to ensure fair price, value for money, supplier conformance to specifications and better contractual terms.

Follow up on suppliers performance and delivery status.

Import procedures and clearing documentation for internationally sourced goods.

Three-ways matching (PO, INVOICE's and GRN)

Coordinate receipts of goods and inspection with storekeeper.

Inventory control techniques: ABC analysis, EOQ, stock levels, periodic stock taking, material management.

Bukoba Municipal Council

October, 2014 - November, 2016

Procurement Graduate Trainee

Receiving inspection and Issuing.

Searching for right source of supply, vendor visting, assessment and evaluation also maintaining close relationship with suppliers,

Preparation and verification of various procurement documents (LPO, GRN, BIN CARDS, STOCK SHEETS)

Stock control: ABC analysis, EOQ, setting stock kevels, periodic stock taking.

Participate in contracts management.

Warehouse management (storekeeping), proper stock location system and layouts and security.

Managing and making followup on all documents involved in procure to pay-p2p process.

VOLUNTEERING AND LEADERSHIP

1.Pioneered and ex-Chairman of non-profit social youth group established and registered at municipal council level to impact community and transform lives, trying to address environmental, social and economic problems facing surrounding community. Group Registered as VIMAKA in BMC (Bukoba Municipal Council).

2.Saved as a coordinator for PCCB club at Tambaza high school. Where Connecting PCCB and students also conducting various PCCB's topics and training as per organizations arrangements were my primary roles.

REFERENCE

Erick N. Bazompota - "Bukoba Municipal Council"

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