***Summary***

Self motivated, target driven and focused **Warehousing and Logistics Specialist** with 8 years experience working for high profile brands in Zimbabwe assisting them to capture value, archive and surpass their strategic objectives well equipped with a commercial background majoring in **Shipping, logistics, Customs clearing, freight forwarding and import/export management**. Love to work for organizations that desire to be at the top of their respective industries because my role is to stimulate high performance and aggressive business growth.  
***Key Skills***

Designing and developing Warehousing Logistics strategies

Transport management skills

Receiving, dispatching and distribution skills

Excellent team player

Inbound shipment analysis skills

Outbound logistics management skills

Preparing Shipping and customs documentation

Inventory and stock management skills

Asset control logistics skills

Handling cargo and freight skills

Fluent in both written and spoken English

Problem solving and decision making ability

Excellent accounting skills

Excellent leadership and people management skills

Exceptional interpersonal and communication skills

Excellent analytical, presentation and reporting skills

Excellent computer skills including Ms Word, Excel and power point

Freight forwarding and INCOTERMS

Time management and systems evaluation

Import-export management

Customs clearing and documentation

***Employment History***

**Logistics and Warehouse Manager: G24 Auto Tech (Automotive) Harare (March 2010-December 2015)**  
​this company is active in the importation, distribution, sales and Service of pre-owned vehicles and Spares. Responsibilities and achievements-

* Accurately Monitored deliveries, ensured customer satisfaction and maintained accurate logs of all transport and goods
* Prepared all freight and shipping documents of Vehicles and spare parts to other countries in the SADC region
* Actively carried out all supplier market, shipping routes and transporters analysis that effectively reduced transport and shipping costs by 30%
* Directed and oversaw all Receiving, dispatching and Spares labeling activities
* Overseeing the management and servicing of all Materials handling equipment
* Used a range of tools and skills to motivate warehousing staff
* Devised and designed the Inventory and stock management system that is still in use to this date and reduced pilferage and stock damage by 18%
* Utilized information technology to record figures, for data analysis, (in/out)status reports and understanding connections
* Ensured quality assurance checks are completed and maintained according to company policy and procedure
* Oversaw order processing activities including Packing and breaking bulk activities
* Eliminated the use of customs clearance agents and introduced in-house customs clearance thereby reducing import costs by 15%
* Crafted the warehouse setup and layout to ensure efficient space utilization
* Active in maintain standards of health, safety, hygiene and security systems
* Initiated the Daily stock tracking, analysis and reporting system
* Imported used/pre owned cars from South Africa Japan and United Kingdom

**Lecturer and Program Coordinator: Shipping and Logistics (Education and Training), Ranche house College of Citizenship Association (February 2011- April 2013)** (Association of Business Managers and Administrators**: ABMA), UK** This organization is active in professional education and management training-

Program and courses taught: Customs, Clearing, Forwarding, and Shipping and Logistics management

* Customs operations
* Clearing & forwarding practice
* Cargo storage and warehousing
* Health and Safety practice
* Introduction to Shipping
* Handling cargo and freight
* Introduced exciting initiatives at Ranche House College to improve student training and development, including the setting up of e-library and compulsory computer training for all students

**Retail Sales Supervisor: G24 Auto Tech (Automotive) Harare (September 2008-February 2010)**  
​Responsibilities and achievements:

* Managed retail staff including cashiers and performed on the job evaluation analysis
* Responsible for setting up display and assisting customers and staff in-store
* Analyzed sales and stock variances and initiated corrective actions
* Ensured merchandise is clean and ready to be displayed including healthy and safety checks
* Organized and distributed staff schedules
* Maintained inventory and ensured that items are in stock and priced correctly
* Identified current and future needs that appeal to customers
* Telesales, maintaining and updating customer database on client information
* Presided over staff meetings
* Helped retail staff archive sales targets
* Handled customer complaints, questions and issues
* Utilized information technology to record sales figures , for data analysis and forward planning
* Ensured that promotions are accurate and merchandised to the company’s standards
* Always keeping up with fluctuating supply and demand
* Coached, counseled, recruited, trained and disciplined employees
* Attended trade shows to identify new products and services
* Monitored local competition including SWOT analysis

**Logistics and Sales trainee: Delta Beverages (Coca cola Company Zimbabwe) July 2006 – July 2007.**this company is active in FMCG and distribution  
Achievements and responsibilities:

* Order negotiation and generation from existing and new customers.
* Event management and planning
* Order entry, processing and dispatching
* In store logistics operations
* Business to Business sales and B2C
* Initiated the Daily sales and stock tracking system to help the Marketing, Sales and Production departments make informed tactical marketing, Sales and production decisions on time.
* Warehousing and inventory management of finished products and dispatching
* Customer, product and market segmentation
* Customer care and service including relations building through daily sales routes and market visits.
* Sales forecasting and budgeting

***Academic qualifications***

Bachelor of Technology (Hons) Degree in International Marketing: Degree class 2:1Institution: Chinhoyi University of Technology  
GCE 3 ‘A’ level passed commercials: Management of Business, Economics and Accounting ​   
GCE 6 ‘O’ Subjects passes

***Hobbies and Interests***

Writing and Travelling