

**Barbra**

**Supply chain/ logistics position**

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**Personal profile**

A recent graduate with a successful academic and work track records, with lots of enthusiasm and eager to join a supply chain team. Possessing a desire to achieve with a strong work ethic, attention to details, ability to meet deadlines with a first-class customer service ethic.

I am currently looking for a graduate logistics and supply chain position in a successful company with a sharp energetic group of colleagues that use a consultative team approach to accomplish objectives.

**Academic qualifications**

Bachelors of Business Administration and Management (St Paul’s university Kenya)

(Purchasing and supply chain management)

O’ levels: Math’s (C), English (B), Business (C+)

**Areas of expertise**

Total quality management

Strategic management

International purchasing

Account management

Supply chain dynamics, agility and relations

Customer service in supply chain

Buyer supplier relationships

**Work experience**

**Logistics Intern**

CMC Motors Group, Kenya February 2016- January2017

**Duties:**

* Ordering of units and spare parts with request from stores and sales
* Preparing Import Declaration Form online
* Dispatch of orders to clearing agents
* Filling of local and foreign invoices
* Recording into the register local invoices from clearing agents
* Opening new files and sending them to costing section
* Making payments of import declaration forms
* Recording of shipments into the register
* Typing of Vehicle Disposal Instruction (V.D.I)
* Providing documents for registration of new vehicles
* Vetting of orders before being transmitted to suppliers
* Updating shipping register online
* Preparing of Unique Consignment Requests (UCR) and KEBS CD report online.

**Experience and Key Competencies**

* Can quickly learn in a consultative and complex industry
* Adaptable and have a positive attitude towards change
* Familiar with management reports like PQS report
* Able to manage key suppliers to ensure a high level of service from them
* Experience of working closely with clearing and forwarding teams
* Self-motivated
* Flexible with working hours
* Good IT skills, specifically Excel and Microsoft office tools
* Fluent in written and oral communication skills
* Media savvy, articulate and well presented
* Constant on the look out to reduce inefficiencies.

**References**

Available on request.

**Personal Details**

Nationality: Kenyan

Languages: English

D.O.B: 25/11/1995