CURRICULUM VITAE (CV)

1. Personal Particulars

FULL NAME: Joram, CMILT

Nationality: Tanzanian

Date of Birth: March, 1972

**Address:**

 **Mob: +971503718643**

 **E-mail:** joram.343408@2freemail.com

1. Education& Professional Background

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| **Qualification** | **College/ Institution** | Yearof completion |
| * **Postgraduate Diploma in International Trade Policy and Trade Law**
 | * **Lund University, Sweden in collaboration with Trade Policy Training Center in Africa (TRAPCA) at ESAMI,Arusha, Tanzania**
 | 2013 |
| * **Postgraduate Diploma in Business Administration( Marketing)**
 | * **Institute of Finance Management,**
* **Dar -Es -Salaam, Tanzania**
 | 2006 |
| * **BA in Materials and Logistics Administration**
 | * **Cambridge International College, UK**
 | 2012 |
| * **International Diploma in Purchasing and Resourcing Management**
 | * **Cambridge International College, UK**
 | 2004 |
| * **International Diploma in Stores Management& Stock (Inventory) Control**
 | * **Cambridge International College, UK**
 | 2002 |
|  **Professional membership** |
| * Chartered Member # E3535
* **Certified Professional(specialist) in Accounting, Economics& Taxation in Mining, Oil and Gas**
* Certificate in Climate Change and Global Scientific Environmental protection

Certificate in Intellectual Property Rights Law | * The Chartered Institute of Logistics and Transport International , UK
* Global Academy for Mining, Oil and

Gas, UK* Summer Law Institute, Perking University, Beijing, China
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1. Work Experience
2. **2009 to date: African Barrick Gold/Acacia mining, North Mara Mine**

Working in supply chain department serving in two different senior capacities**.**

***August, 2013 to date (Promotion)*** Inventory Coordinator / Acting Supply Chain Superintendent

**Responsibilities as Inventory Coordinator**

* Responsible for coordinating and managing all inventory control, expediting and cataloguing activities
* Ensure all Safety Standards in the work place are followed and maintained at all times
* Execute inventory control measures to ensure the company minimizes stock holding and maximizes stock
* Minimize overstocking, stock outs and removal of obsolete/redundant items to maximize availability of working capital.
* Manage and control Cycle inventory stock counting and inventory accuracy checks
* Ensure materials are ready and available for production as and when required.
* Ensure integrity and accuracy of the stock management system
* Ensure that any materials that are late or holding up production for whatever reason are chased and followed up until received and communicated to end users instantly
* Manage and maintain the company’s material and stocked product inventory including stock profiles and stock locations.
* Produce daily, Weekly and monthly reports to ensure key critical areas of the stock system are controlled and any discrepancies addressed and resolved on time
* Write and maintain accurate written procedures for all main inventory control processes and functions.
* Managing Vendor held Stock transactions
* Review of Obsolete and slow moving items(OSMI)and provide support to regional team for smooth facilitation of quarterly OSMI exercise.
* Gathering information for Buyers’ queries from suppliers
* Coaching and mentoring of subordinates
* Maintain good relationship with user departments
* Eliminate duplications in new stock requests (ANSI) and compute Stock levels.
* Performing regular data cleansing/maintenance and gap analysis
* Attend user departments production related meetings
* Review and capturing of wrong inventory data in the System
* Perform regular reviews of transactions in different Warehouses( WONG, DAM, LOST, HSE, GKNA, TEMP, OBSO, REP, FUCH,HME1 and underground warehouses)
* Reviewing and approving all adjustments before transactions are carried out
* Monitoring fuel issues and inventory various reports
* Improve ROB Review processes
* Work closely with Supply chain superintendent assume the position on his/ her absence
1. **July, 2009- August, 2013:** Warehouse Supervisor

**Receiving duties**

* + Overseas whole activity of the warehouse operations
	+ Material controlling at all warehouse storage areas
	+ Following and controlling intercompany material transfer from one site to another
	+ Receiving and controlling items with high value such as reagents and big tires
	+ Checking and countersigning of delivery documents from logistics for incoming goods to make sure that incoming trucks have proper documents for receiving
	+ Checking all warehouses accuracy ready for month end reports
	+ Compiling of month end reports from warehouse supervisors at both issuing and receiving and submit to management and accounts Regional office.
	+ In collaboration with supervisors to solve all queries raised by accounts at site and regional offices
	+ Controlling discrepancy folder and ensure all queries are resolved within short period of time as per stipulated by KPI target
	+ Ensure safety of all warehouse personnel and Equipment at all working places
	+ Coordination of all warehouse projects especially on housekeeping, maximizing storage areas as well as re arranging of sheds.
	+ Address problems when possible or reports to supply superintendent.
	+ Participate in finalizing stock counts
	+ Warehouse yard storage areas management
	+ Management of temporary employees (Casuals)
	+ Auditing of receiving data capture accuracy
	+ Contribute and provide comments on policy or procedural matters
	+ Validating the accuracy of system transaction input.
	+ Prepare and update the weekly reports
	+ Prepare and compile the End of Month reports (EOM Reports) and send to Accounts regional office for month end rollover.

**Issuing activities**

* Coordinating the day to day issue of goods and issuing operations of the warehouse
* Approval of sales orders(picking slips) and Way bills
* Carrying out spot checks to ensure issuing is done correctly as per picking slip details
* Validating the accuracy of system transaction input
* Providing coaching to subordinates
* Investigating on stock discrepancies
* Carry out spot check to ensure accuracy of stock balances
* Customer liaison (Resolving queries from end-users)
* Controlling fuel issues (Checking all fuel issue transaction entries to validate the accuracy)
* Oversee a good housekeeping of the Supply Department both in and outside of the warehouse areas.
* To communicate with other departmental Managers any difficulties with equipment shortages or schedules, in a timely manner to promote optimum cost efficiency.
* Prepare and update the weekly reports
* Prepare and compile the End of Month reports (EOM Reports) and send to Accounts regional office for month end rollover
* Take hands on approach in motivating staff under guidance to make an effective team

## **2008- June, 2009: SDV TRANSAMILOGISTIQUE (T) LTD, Telecommunication**Division, DAR ES SALAAM

Position: Warehouse Manager:

**Responsibilities:**

* Responsible for managing the inventory of all Telecoms Equipment
* Liaise with the Clearing and Forwarding Agent on expediting materials.
* Setting up a proper material handling, storage procedures in the Warehouse.
* Setting up professional procedures of requesting, Issuing and Dispatching materials from the Warehouse.
* Reporting to the Client for any deficit, damage occurrences
* Providing quotation of transportation charges for materials to be loaded from the warehouse to the installation Sites countrywide
* Managing both Powered and manual handling Machines in the warehouse
* Administration of warehouse personnel.
* Managing local Purchases for Warehouse Operation.
1. **November,2006-June 2007 Kabanga Nickel Project ( Capital Drilling )**

Position: Site Administrator

Responsibilities:

* Day to day General Site Administration and HR support
* HR and Payroll Administration tasks
* Adherence to site safety policies and procedures
* Employee relations development , liaison and Maintenance
* Supervising tender processes in sourcing reliable contractors for construction of buildings as well as infrastructures at site
* Supervising movement of company vehicles and safety procedures
1. **Februaary2005- October, 2006 The Print Factory Tanzania LTD**

 **Dar es Salaam**

Position: Logistics and Stores Manager**:**

**Responsibilities**

* Producing daily Production Report
* Coordinating Receiving, binning issuing of production materials
* Maintaining staff attendance Records
* To ensure timely delivery of finished goods to the client is properly maintained
* Maintain records of all purchases and finished goods in a computerized Accounting Package
1. **February 2002- October, 2004. Kahama Mining Corporation Ltd. (KMCL**), **Bulyanhulu Gold Mine, Shinyanaga Region**

Position Mining Administrator/ Material Handling

 Bulyanhulu Gold Mine- Kahama -Shinyanga

**Responsibilities**

* Dealing with Administrative issues within the Mining Department :
* Planning the daily, weekly ,Monthly and Quarterly consumptions of Consumable Materials and Explosives for Underground Mine Operations
* Keeping Employee recordsand ensure their personal files are always kept in a confidential manner
* Preparing a daily production and statistics report for Management task forces
* Coordinating inventory functions of Underground Explosive Magazines.
1. **May 1998- January 2000: Norwegian People’s Aid(NPA)**

**Lukole Refugee camp, Ngra, Tanzania**

Position Pharmacy Storekeeper/ Medical Logistician

**Responsibilities:**

* Supervise Logistics functions of All Medical Stores.
* Producing Drug consumption Report for Stock Replenishment.
* Prepare Purchase order, Receiving, recording, keeping and distributing drugs to the min pharmacies in Camps
* Designing and implementing the use of storage bins and bin cards
1. **Jan.1997 – Jan. 1998: United Nation’s Children Fund (UNICEF)**

**Lukole, Lumasi and Benaco Refugee camps, Ngara, Tanzania**

Position Logistics Assistant

**Responsibilities:**

* Providing the logistics support to the UNICEF Field office in Ngara
* Receiving, recording and storing a huge consignment of supplies mainly Educational and Hospital Equipment and Supplies.
* Distributing UNICEF Supplies to the respective Implementing partners who work for emergency program for Kagera and Kigoma Refugee Camps
* In collaboration with the District/ government officials, to ensure that the Emergency supplies cross the Kabanga and Rusumo borders to Burundi and Rwanda respectively by compiling with the customs regulations.
* Liaise with the Supply and Logistics unit at the UNICEF Headquarters on the delivery Advice Note of supplies from the Dar es Salaam Warehouse to the Field Offices.
1. **Feb 1995 - Dec 1996 Concern Worldwide**

**Lukole, Lumasi and Benaco Refugee camps, Ngra, Tanzania**

Position: Stores/ Logistics& Compound Manager

**Responsibilities**

* Supervising all Logistics functions.
* Distribution of Purchased Materials according to the organization’s Distribution plan to ensure that food and non food items are distributed to other the other Concern’s program sites in Goma (DRC), Bujumbura (Burundi), Kigali (Rwanda)
* Ensuring that Storekeepers follow Store procedures at their respective Min Stores (distribution centers).
* Maintaining Concern’s compound in a neat manner and ensure that accommodation is available all the time for visitors.
* Producing Weekly, Monthly report to the Transport officer for all the vehicles owned by the organization.
1. **June 1994 - Dec 1994Tanganyika Christian Refugee Service: The Lutheran World Federation (LWF) Relief operations**

**Kibondo Refugee program office**

Position Office Assistant & Camp Management Assistant

**Responsibilities**

* Maintaining personnel files and maintaining the personnel, leaves and sickness records.
* Ensuring that any personnel matters remain confidential.
* Control and reporting to the refugee project Coordinator on all TCRS property (Including Office Equipment) and Resources assigned to his or her care.
* The Organization, coordination and supervision of all aspects of work at the refugee camps
* Liaise, in consultation with the Settlement Coordinator, with the field officer of the United Nations high Commissioner for the Refugees
* Supervision of the Stores based at the refugees settlement, including regular inspections of the stores and stores records to ensure that the store man is carrying out his tasks in an adequate and acceptable manner.
* The collection and preparation of weekly and monthly narrative and statistical reports on the situation of the refugees in the camp
* The supervision of any vehicles assigned to the Refugee Settlement. Verification that vehicles receive regular servicing and are operated in accordance with good practice and Organization’ Standard policies.
* Ensure that vehicles are used in a safe manner.
1. Other training (recent)
* Certificate in Planning & Optimization for Inventory and Warehouse- in (March,2014-Johannesburg, South Africa)
* Certificate in Green Economy and Trade Trapca- Arusha, Tanzania,(September, Arusha, Tanzania)
* Certificate in Supervisory Development program,

Barrick Gold- 2012

1. Computer knowledge and software
* Ms word, Excel, PowerPoint, Access, outlook
* Pronto, Sage pastel, Tally and Opti- Lube Automated System( LAS) software
1. Languages:

I’m conversant in English, Kiswahili languages, I also know Kirundi &Kinyarwanda and some words in French

I hereby declare that the information provided in this curriculum vitae is true and reliable for the best of my knowledge