Name : Carter

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Date of Birth : 08/10/1979

Gender : Male

Marital Status : Married

Nationality : Zimbabwean

Religion : Christianity

**PERSONAL SUMMARY**

A buyer/Logistician with invaluable knowledge of managing projects in an efficient and effective manner.Highly focused with a comprehensive understanding of logistics, warehousing management, procurement and supply chain.Boasting a consistent and proven track record of successfully employing best practices that improve efficiency, reducing operating costs whilst increasing performance and within budgets.Committed to identifying and implementing continuous improvements in the supply chain.Looking for challenging position, one which will make best use of existing skills and experience and also further my personal and professional development.

**CAREER HISTORY**

**BUYER(LOGISTICS):** **Telecel-Zimbabwe**

 **(2009-September 2015)**

Industry : Private-Telecommunication Industry

Responsible for the following aspects of the supply chain; Sourcing, Purchasing, Transport, Warehousing and distribution. Also involved in identifying and implementing initiatives to reduce the overall supply chain cost base.

**DUTIES:**

**Supply Chain**

-Process Purchase requisitions and advice on the Specifications and clarifications

Between User departments and Vendors for Telecommunications equipment, Base Stations, construction of Base stations, Buildings and renovations of Organizational Buildings and infrastructure

-Requesting for quotations for various Telecommunications equipment, Construction of New Buildings, Information Communication Technology Equipment, Electrical and Construction material, Markerting and Promotional materials

-Sourcing of supplies for Construction, Telecommunication Industry including Renovations of buildings and Electrical supplies, Marketing and Promotional materials.

-Working closely with suppliers and customers to improve operations and reduce cost.

-Negotiating contracts to reduce costs and achieve maximum efficiency.

-Vendor rating,Evaluation and Monitoring.

-Vendor development and management.

-Supplier visits and Evaluation.

-Evaluation of Suppliers for Pre-qualification purpose and to identify correct source for material

procurement.

-Contributes to team effort by accomplishing related results as needed.

-Developing long-term relationships with local and foreign suppliers

-Conduct negotiations with contractors in the light of budgetary provision, finalize comparative

statements.

**SHIPPING, WAREHOUSING AND LOGISTICS**

-Liaisewith shipping agents on custom duties, tariff classifications on procedures, documentation, insurance and bill of lading.

-Arrange uplift of imports and goods to be returned consignments ….with international companies like UTI, Bollore Africa logistics, and DAMCO.

-knowledge and experience in international freight and shipping.

-Advise on the ZIMRA clearance procedures, at Ports of Entry.

-Proper storage of products.

-Receiving and documentation of goods.

-Implementing inspection of incoming goods or material and quality control check sheet of various components.

-Supervision of stores personnel

-Compilation of NON-CONFORMANCE report on substandard material delivered to the organization.

**TRANSPORT**

-Keeping proper record of vehicle movements.

- Ensure timely repairs and servicing of company vehicles to avoid breakdowns.

-Keep record of fuel consumption.

-Deployment of right vehicle for right job.

-Prepare contracts for clients wishing to schedule ongoing shipments.
- Prepare and reviewed vehicle maintenance reports.
 -Used transportation analysis tools and updated tracking software.

- Registration of new vehicles (ZINARA), licensing of company vehicle insurance and making sure that vehicles on the Warranty Agreementsare adhered to

-Enforcing traffic regulations and awareness on drivers and making sure that they have proper tools in vehicles as per the RTA (Road Traffic Act).

-In case of Accidents-carrying internal investigations and reporting the accident to the Police as per the (Road Traffic Act)

-Making sure driver’s adhere to the Company’s Route instruction and authority.

-Follow up on breakdowns and make necessary arrangements for vehicle changes timeously.

-Inspect all company vehicles on a regular basis to determine that high standards of cleanliness, safety, and security are maintained

-Respond to and investigate accidents involving company vehicles.

-Design and periodically revise bus and car schedules and routes according to fluctuations in the number of passengers.

- Maintain transportation records and prepares reports.

-Check driver logs and mileage sheets, also maintain end of the year mileage reports.

- Supervise the work of the bus mechanic, automobile mechanic, vehicle service technician, transportation dispatcher, and other transportation personnel as assigned.

- Provide and facilitate retesting of bus and truck drivers and in-service training programs for assigned personnel.

-Participate in the development of time and cost estimates for major vehicle repairs.

- Determine the appropriateness of vehicle service requests and authorize work to be completed.

- Oversee purchases of repair parts and department supplies.

- Establish standards of maintenance and preventative maintenance for company vehicles.

**STORES CONTROLLER and BUYER** : **ZRP (POLICE GENERAL HEADQUARTERS)**

 **NATIONAL QUARTERMASTER (BUYING)**

 **(2005-2009)**

Industry : Government

**Stock Controller:**

Responsible for all the inventory aspects on the organization such as stock location, and availability

Replenishment control and Inventory control.

**Duties:**

-Analyzing inventory processes and trends as well as recommending changes as required.

-Performed physical counting of goods and raw materials in warehouse and Police Ordnance Stores.

-Researched and reconciled daily inventory variances.

-Co-ordinating the disposition of obsolete inventory and performing other duties as required.

-Maintaining optimal stock levels to ensure timely availability of products to user departments and

customers.

-Receiving, moving, checking and storing incoming goods.

-Checking and inspecting goods received and ensuring they are accurate quantity type, and also

acceptable quality.

-Ensuring a clean and safe warehouse.

-Minimizing exposure to obsolete and pilferage loss…by maximizing security on High Value items.

-Daily stock taking and reconciliation.

-Implementing and co-ordinating physical inventory/cycle counts of inventory items based on standard

operating procedures.

**Buyer:**

-Procurement responsibilities includes; budgeting, sourcing the vendors, negotiating (bringing value for

money).

-Issuing Purchase requisition.

-Prepare budget for yearly Purchase of capital items and give justification for the Purchase and gets

budget approved.

-Follow-up on delivery schedules, payment delays, and invoice queries.

-Negotiated Price and terms with suppliers.

-Review budgets and developing procurement strategies for bulk material.

-Prepare documents for payment along with supporting documentation.

**Police Duties And Investigations** : **ZRP (POLICE)**

 **ZRPGWANDA /TRAFFIC )**

 **(1997-2004)**

**DUTIES**

-Crime prevention

-developing functional policies and strategies on security and Crime policies standing orders

-Assessing of security environment within the area and trends with a view to advise the Officer in Charge and prefer recommendations.

-Identify security weaknesses in the area, draw appropriate and supportable conclusions, and make recommendations to the Officer in Charge ( ZRPGwanda)

-Traffic Policing and investigations

-General Patrol

-Crime Investigations/Traffic evaluations and scenes of crime

-Police Duties and Investigations

-Docket compilation and prosecution of offenders

-Court attendance during prosecution

**PROFESSIONAL EXPERIENCE**

**Supply Chain**

-Extensive knowledge of co-ordinating all the entities involved in supply chain.

-Knowledge of managing returns and rejections professionally and promptly with suppliers.

-Extensive experience in the strategic planning and transportation of products.

-Able to negotiating rates with local contractors and international companies.

-Recommending the Disposal of Redundant material in a cost –effective manner that minimizes costs.

-Safety Procedures in warehousing.

**MANAGEMENT**

-Possessing creative problem-solving and analytical skills.

-Ability to handle pressure arising from having to meet deadlines and targets.

-Able to evaluate complex situations and finding solutions for them.

-Having passion for delivering excellent customer service in a cost effective manner.

-Highly effective motivator with strong written and spoken communication skills.

-Willing to work unusual hours.

**Security**

-ability to prevent crime and to eradicate it within a very short space of time

-highly effective in making crime awareness campaign and able to sophistically deal with high level investigations

-Ability to prevent high level white collar crime and to investigate them and coming up with recommendations to prevent it from happening.

-highly effective in Spot checks and General Patrol Visits.

**KEY COMPETENCIES AND SKILLS**

**Professional**

-Developing value added supplier relationships and practice.

-Strong Negotiating skills

-Process improvement.

-Supply chain solutions.

-Vendor Management skills.

-Stock management skills

-Exceptional knowledge of Purchasing techniques and tools.

-Shipping and Receiving practices.

-Proficient in the use of tracking programs and relevant software programs
- Sound understanding of Department of Transportation regulations
 -Solid problem solving skills
- Ability to work flexible schedules
- Strong communications and organizational skills

**Personal**

-Willing to take personal responsibility for making things happen.

-Good analytical skills.

-Honest.

-Have good judgment and discretion.

-Good organizational skills.

-A good team player.

-Attention to detail.

-Have a meticulous and efficient work ethic

**ACADEMIC QUALIFICATIONS**

Good 8 Ordinary levels ‘O’ Levels including Mathematics and English.

**PROFESSIONAL QUALIFICATIONS**

Higher National Diploma ( PURCHASING AND SUPPLY MANAGEMENT).

Diploma In Business Administration.

**COMPUTER SKILLS**

-Microsoft Excel and Excel

-SUN SYSTEM software

-Microsoft Access

**OTHER**

-Clean Class ‘4’ Drivers License.

-Valid Zimbabwean passport

-Certificate of service (10 years) Zimbabwe Republic Police.

-Certificate of Competency ( Zimbabwe Institute of Public Administration) Procurement and Stores

**HOBBIES**

-watching and playing soccer.

-reading supply chain management books.