

Contents

[**CURRICULUM VITAE 3**](#_Toc485031434)

[**CAREER OBJECTIVES 3**](#_Toc485031435)

[**EMPLOYMENT HISTORY 3**](#_Toc485031436)

[**ATTACHMENT/INTERNSHIP 3**](#_Toc485031437)

[**WORK EXPERIENCE 4**](#_Toc485031438)

[**ACCOMPLISHMENTS 5**](#_Toc485031439)

[**EDUCATION AND TRAINING 5**](#_Toc485031440)

[**CURRENT STUDIES 5**](#_Toc485031441)

[**ACADEMIC QUALIFICATIONS 5**](#_Toc485031442)

[**PROFESSIONAL STUDIES: 6**](#_Toc485031443)

[**Professional Membership: 6**](#_Toc485031444)

[**High School: 6**](#_Toc485031445)

[**PERSONAL SKILLS 6**](#_Toc485031446)

[**Communication Skills: 6**](#_Toc485031447)

[**Organizational / managerial skills 6**](#_Toc485031448)

[**Job-related skills 7**](#_Toc485031449)

[**Computer Skills: 7**](#_Toc485031450)

[**Driving license: 7**](#_Toc485031451)

[**Other skills 7**](#_Toc485031452)

[**REFEREES: 7**](#_Toc485031453)

[**ANNEXES 8**](#_Toc485031454)

# CURRICULUM VITAE

Name: Ian

Ian.355000@2freemail.com

Date of Birth: 20 June 1986

Place of Birth: Harare

Citizenship: Zimbabwean

Country of Residence: Kenya

Visa Status: Student Pass

Gender : Male

# CAREER OBJECTIVES

To secure a position in an organization that will enable me to utilize and develop my skills and knowledge, to ensure value for money, promote ethics in Procurement and Supply Chain, thus contribute to the improvement of the organization's image and reputation, and contribute to its growth and profitability.

# EMPLOYMENT HISTORY

## ATTACHMENT/INTERNSHIP

**Company**: Nestle Zimbabwe
**Position:** Supply Chain Intern

**Period:** Jan 2016 - Feb 2016

#### Duties and Tasks

#### Under Customer Service

1. To check the stock balance and capture orders from customers in the system SAP.
2. Order tracking to ensure that the order has been processed for release to the customers.
3. Consolidating Credit notes from customers for Goods Returned to the warehouse.
4. Processing Export Orders and forwarding them to Material Handling function for release to the customer.
5. Direct communication with customers to attend to their queries and complaints patterning to their order.
6. Liaison with Sales department and ensuring that orders captured help them meet their target.

#### Under Materials Handling

1. Processing orders received from Customer Service Function and creating a picking list for dispatch of finished goods.
2. Selecting the tonnage truck that is suit for delivery of customer order.
3. Consolidation of customer orders for small deliveries.
4. Liaison with Production and ensuring that goods received from them are packaged and sealed correctly.
5. Ensuring goods in warehouse are released under FEFO (First Expiry First Out) basis.
6. Managing and monitoring conditions of material handling equipment.
7. Setting KPI’s in the warehouse to reduce damages and picking errors.
8. Ensuring that warehouse safety regulations are applied.
9. Shrink wrapping and palletization of goods and safe storage.
10. Ensuring warehouse is under lock and key and that unauthorized people do not get access to the warehouse.
11. Creating a Stock Report of finished goods in the warehouse and communicating the status to other departments.
12. Stock control and stock adjustment.

**Under Purchasing/Procurement**

1. Creating purchase orders.
2. Comparing suppliers bids/tenders.
3. Drafting and negotiating contracts with suppliers.
4. Liaison with internal customers on their requirements.
5. Tracking contracts due for expiry.
6. Following up with suppliers for orders placed.
7. Awarding suppliers with contracts
8. Carrying out Supplier performance evaluation

## WORK EXPERIENCE

**Company**: M.E. Charhon (PVT) Ltd Co. Zimbabwe
**Position:** Store Keeper

**Period:** Jan 2007- December2009

**Duties:**

1. Responsible for receiving raw materials this included but not limited to:
* Perishable goods (Raisins, butter)
* Hygiene supplies (Cleaning materials and protective clothing)
* Tools
1. In-charge of receiving and quality-checking these items to ensure they were to the company's standards.
2. Responsible for having received items added to stock (whether it be a warehouse or store rooms) and ensuring that they were rotating on a First In First Out basis.
3. Perishable goods taken care of properly so as to prevent spoilage.
4. In-charge of periodic cycle counting of inventory in all areas to ensure stock accuracy and confirm availability.
5. Ordering the items when necessary, based on minimum and maximum stock levels

## ACCOMPLISHMENTS

1. Reduced the variance level from 4% to 0.2%.
2. Maintained a smooth flow of raw materials from Stores to Production.
3. Drafted and developed the Stores policy for M.E.Charhon.
4. Trained and mentored employees in the stores department on good materials handling and management.

# EDUCATION AND TRAINING

## CURRENT STUDIES

#### Jomo Kenyatta University of Agriculture and Technology (JKUAT) CBD Campus, Nairobi, Kenya

* MSc in Procurement and Contract Management (2016-2018)
* Level 6 Professional Diploma in Procurement and Supplies with the Chartered Institute of Procurement and Supplier UK (CIPS) ( exam May 2017)

# ACADEMIC QUALIFICATIONS

#### Jomo Kenyatta University of Agriculture and Technology (JKUAT) Karen Campus, Nairobi, Kenya

* Bachelor of Purchasing and Supply Management (2013-2016) 2nd Class Honors (Upper Division)

## PROFESSIONAL STUDIES:

#### CHARTERED INSTITUTION OF PURCHASING & SUPPLY (CIPS)

* International Certificate in CIPS ( Level 2)
* International Advanced Certificate in CIPS (Level 3)
* Foundation Diploma in CIPS (Level 4)
* Advanced Diploma in CIPS (Level 5)

#### Professional Membership:

* Associate Membership of CIPS

**Management Training Bureau of Zimbabwe (2009)**

* National Certificate of Purchasing & Supply (Higher Education Examination Council)

## High School:

* St Faith’s High School(1999-2001)(form 1 -form3)
* Lord Malvern High School(2002-2003)(form 3 -form 4)
* Speciss College(2004-2005)(Form 4)

# PERSONAL SKILLS

**Mother tongue: Shona**

**Other Languages:**

**English**

|  |  |  |
| --- | --- | --- |
| **Understanding** | **Speaking** | **Writing** |
| **Listening** | **Reading** | **Fluent** |  | **Excellent** |  |

**Swahili**

|  |  |  |
| --- | --- | --- |
| **Understanding** | **Speaking** | **Writing** |
| **Listening** | **Reading** | **Good** | **Good** |

## Communication Skills:

* Good communication skills gained through my experience as customer service intern.
* Excellent contact skills gained through my experience as a storekeeper.

## Organizational / managerial skills

* Leadership (At M.E. Charhons I was responsible for a team of 10 people).
* Good organizational skills gained as customer service intern at Nestle, responsible for capturing orders.
* Good team-leading skills gained as Storekeeper where I organized operations for workers receiving and issuing goods.

## Job-related skills

* Good command of warehousing control processes.
* Mentoring skills (as senior Storekeeper, I was responsible for the training and induction of new staff in the stores department).
* Grasps concepts quickly(I was trained for 2 weeks at Nestle Zimbabwe and ended running the Customer service department when there was staff shortage during my internship ).

## Computer Skills:

* Good command of office suite (word processor, spread sheet, presentation software).
* Introduction to Computers in Purchasing & Supply.

## Driving license:

* No

## Other skills

* Playing sports (During my time at JKUAT I was in the University soccer team).
* Travelling (I have travelled to different countries and places as a leisure, for Example Victoria Falls, South Africa, Botswana and Kenya)**.**
* Reading books such as Digging your Gold mine, Fugitives, The Twelfth night, I will marry when I want etc.
* Music (I was in the Scripture Union Choir in High School).

# ANNEXES

* Degree Certificate in Bachelor of Purchasing and Supply Management
* Advanced Diploma Level 5 CIPS
* CIPS Associate Membership Certificate
* MSc in Procurement and Contract Management(Result Slip)
* Recommendation Letter (Nestle Zimbabwe)
* Passport Copy