**CIRRICULUM VITAE**

**OF**

**THEOPHELUS**

[Theophelus.381150@2freemail.com](mailto:Theophelus.381150@2freemail.com)

**CAREER OBJECTIVE**

Seeking a positon a **JUNIOR SUPPLY CHAIN CORDINATOR** in a well-established organization where I want to utilize my potential skills and abilities and substantially contribute towards the development of the organization

**PERSONAL SUMMARY**

Procurement professional with 4 years of experience, possess multiple skillscovering, many Supply Chain Management areas such as procurement, inventory, ledger analysis, budgeting, estimation, warehousing, economic regulations and administrative tasks

**Education:**

* **High school certificates 6 ORDINARY LEVEL PASSES 2002**
* **Advanced level certificate 3 ADVANCED LEVEL PASSES 2005**
* **National Certificate in Purchasing and Supply Management KWEKWE POLYTECHNIC COLLEGE 2011-2012**
* **National Diploma in Purchasing and Supply Management KWEKWE POLYTECHNIC COLLEGE 2012-2015**

**WORK EXPERIENCE**

**MINISTRYOF PRIMARY AND SECONDARY EDUCATION JANUARY-DECEMBER 2014: ASSISTANT BUYER**

* Coordinate with contractors, vendors, personnel in other departments to discuss and formulate estimates.
* Analyze the documentation to prepare cost, material and labor estimates.
* Setup cost monitoring and reporting system procedures
* Work closely with the executive /project stakeholders to provide end to end procurement services
* Review material and labor requirements to decide whether it is more cost-effective purchase components

**MINISTRY OF PRIMARY AND SECONDARY EDUCATION, HARARE ZIMBAMBWE JANUARY 2016-MAY 2018 :PURCHASING MANAGER**

**Responsibilities:**

* Generate purchase orders for supplies and all types of inventory and non-current assets
* Provision of supply chain, logistics warehousing and procurement of the ongoing projects, progress and compliance reporting of projects.
* Prepare stock reconciliation on daily basis
* Responsible for handling of ISO Audit.

**CORE COMPETENCES AND VALUES**

* Preparation /forecasting of procurement budgets, financial analysis and reporting accordance with demands and regulations laid by bodies
* Preparation of estimates used by the management for the purpose such as projects costing, marginal costing, volume profit analysis, target costing, planning, organizing and scheduling work
* Highly trustworthy, discreet and ethical.

Can work under pressure and flexible with work timings

**HOBBIES:**

* Reading novels, watching movies, playing sports especially soccer.

**ACHIEVEMENTS AND Awards**

* Awarded for efficiency handling the departmental policies and associated procedures.
* Rewarded for maintaining the product standards, supervising the operational functions, handling the sales purchases.

**REFERENCES AVAILABLE ON REQUEST**