

HERMAN ANSGAR MNG'ONG'O
Procurement and Supply Chain Professional
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DAR ES SALAAM - TANZANIA

CURRICULUM VITAE

Professional and Competency Profile

- Driven Supply Chain Manager through outstanding career in Procurement Management, Warehouse Management, Distribution planning and scheduling, Sales Management and Customer Services.
- 20+ years of experience working in demanding environments.
- Highly organized, systematic with ability to Manage a Business unit with multi-tasks
- Excellent leadership skills and ability to lead a team to great success.
- Exceptional organizational skills to keep track of thousands of products in a Warehouse without a single one getting misplaced.
- Keen eye for detail to locate areas of improvement, Fluent in English and Kiswahili (Verbal and written)

Personal Attributes

- Highly interactive, team oriented, strong, self-motivated with a demonstrated ability to work to tight deadline without supervision, principled, honest, candid with high level of integrity, guided by professional ethics and code of conduct.
- Initiative, adaptability, Optimism, Confidence, Openness, Resilience, willingness to learn,

Skills

- Team work Skills, Leadership Skills, Interpersonal Skills, Communication Skills, Logical Reasoning skills, analytical skills, Proficient computer skills, Proficient in using warehouse management software and systems, Multi-tasking and time-management skills, ability to prioritize tasks, highly organized and detail-oriented, Analytical and problem-solving skills.

Experience Summary

- Procurement and Logistics Manager at **Baylor College of Medicine Children's Foundation Tanzania**. (15th July 2019 to 31st May 2023)
- Procurement and Supply Manager at **One Acre Fund Tanzania** (07th January 2019 to 06th July 2019)
- Zonal Operations Manager at **Medical Stores Department** (1st March 2007 – 31st October 2018)
- Central Warehouse Manager at **Medical Stores Department** (1st March 2000 to 28th February 2007)

Detailed Experience

1. **Procurement and Logistics Manager at Baylor College of Medicine Children's Foundation Tanzania. (15th July 2019 to 31st March 2023)**

Duties and Responsibilities

- Communicated to warehouse departmental staffs the importance of achieving cargo handling timeframe outcomes with efficient use of resources.
- Determined warehouse storage system using knowledge of changes in conditions, operations, and the environment and its impact to outcomes.
- Developed warehouse operations performance goals using quality management knowledge.
- Spearheaded the Workplace Safety and Health (WSH) activities to ensure departmental compliance with requirements.
- Formulated and reviewed incident or crisis management plans to ensure gaps are mitigated.
- Formulated action plans or contingencies to mitigate risks associated with the process changes.
- Influenced behavioral changes to resolve areas of non-conformance to Workplace Safety and Health standards.
- Lead and reviewed warehouse planning methods, warehouse storage and layout plans.
- Reviewed business processes improvement solutions to determine effectiveness.
- Reviewed warehouse operations through application of supply chain and business management principles.

2. Procurement and Supply Manager at One Acre Fund Tanzania (07th January 2019 to 06th July 2019)
Duties and Responsibilities

- Determined warehouse storage system strategy using knowledge of changes in conditions, operations, and the environment and its impact to outcomes.
- Developed warehouse operations performance goals using quality management knowledge.
- Implemented changes and developed new warehouse operations processes to better manage and control stocks in the Warehouse.
- Identified cost reduction opportunities in warehouse operations to achieve financial goals.
- Identified areas for improvement to continually drive performance and business results.
- Provided periodic inventory reports with recommendations for improvement and submitted to Senior Management for review and approval on inventory, controls and processes.
- Setup Warehouse layout and to achieve an efficient warehouse space utilization

3. Zonal Operations Manager at Medical Stores Department (1st March 2007 – 31st October 2018)
Duties, Responsibilities and Achievements

- Contributed to the creation and implementation of best practices, warehouse vision, strategy, policies, processes and procedures to aid and improve operational performance
- Provided a safe working environment, adhering to Health, Safety and Environmental procedures and ensuring they are understood and practiced by the team at all times
- Planned, co-ordinated and monitored the receipts, storage and dispatch of goods from the Warehouse
- Spearheaded a zero tolerance mind set for deviation from the use of quality processes to ensure customer deliverables are met in full.
- Ensured inventories are accurate and controlled inventory levels by ensuring physical counts are conducted and reconciled with automated system utilising the help of the warehouse team
- Established, monitored and maintained high standards of security in the warehouse by setting security procedures.
- Continuously reviewed ways to aid efficiency, add value and reduce costs as well as delivering continuous improvement initiatives
- Coached, managed and developed warehouse staff and team leaders to optimise performance and meet targets and deadlines

4. Central Warehouse Manager at Medical Stores Department (1st March 2000 to 28th February 2007)
Duties and Responsibilities

- Organized the safe and efficient receipt, storage and dispatch of warehoused goods.
- Planned and organized efficient and effective distribution including route optimization
- Ensured vehicles, machinery and equipment are well maintained and fit for purpose, all lifting and manoeuvring of product are carried out in accordance with manual handling procedures
- Ensured staff comply to health, safety and environmental regulations and work safely to protect themselves and others in the warehouse environment
- Ensured efficient and effective use of warehouse space to include layout and future capacity requirements.
- Reviewed ways to reduce waste
- Developed and maintain metrics/KPIs, reports, process documentation, customer service logs and training and safety records
- Created policies and procedures for warehouse activities and ensured all systems meet the standards for accreditation in line with the quality systems

QUALIFICATIONS

| Year (From – To) | School/College | Area of Study | Award |
|------------------|--|--------------------------------------|---|
| 2003 – 2005 | Institute of Finance Management (Evening Class) | Procurement and Logistics Management | Certified Procurement and Supplies Profession |
| 1996 – 1998 | Chartered Institute of Purchasing and Supply (CIPS) – UK (Distance Learning) | Purchasing and Supply Management | Diploma in Purchasing and Supply |
| 1993 – 1995 | Dar es Salaam Institute of Accountancy | Materials Management | The National Diploma in Materials Management |
| 1987 - 1988 | Dar es Salaam School of Accountancy | Purchasing and Stores Management | The National Purchasing and Store Keeping Certificate |

PROFESSIONAL REGISTRATION AND RECOGNITION

| Year | Professional Institution | Registration and Recognition Category |
|------|--|--|
| 2022 | Association of Supply Chain Management - UK | Certified Supply Chain Professional |
| 2012 | Procurement and Supplies Professionals and Technicians Board | Licensed Consultant – Procurement and Logistics Management - PSPTB |
| 2012 | Procurement and Supplies Professionals and Technicians Board | Certified Procurement and Supply Professional - PSPTB |
| 1999 | The National Board for Materials Management | Authorized Supplies Officer/Stock Verifier - NBMM |
| 1996 | The National Board for Materials Management | Approved Supplies Officer/Stock Verifier - NBMM |

Training and Study tours exposure:

- 21 Days Training on Purchasing and Stores Management in Oslo-Norway Organized by SPM and financed by Norwegian International Development Agency (NORAD) in 1997.
- 21 Days training in Purchasing and Supply Management, organized by SPM, financed by Storthert Group Inc. of Canada and conducted by The Chartered Institute of Purchasing and Supply of UK in Windhoek –Namibia (1998).
- 14 Days study tour at Albert Luthuli Memorial Hospital in Durban –South Africa (Study the Procurement, Storage and Control of Pharmaceutical supplies)- February 2007.
- 14 Days study tour at Algare Wellness Pharmaceutical Company in New Delhi- India (Study the Procurement, Storage, Control and distribution of Pharmaceutical supplies) in February 2009.
- 14 days study tour at Central Medical Stores in Gaborone- Botswana for Study of implementation new ERP System and process flow mapping in August 2009
- 21 days training on Public Procurement Act 2004 and its Regulation of 2005 at Arusha in October 2009.
- 18 Days site visit for Pre contract due diligence of new ERP system functionality at London, Cardiff, Preston and Bracknell in UK (February 2010)
- Business Process re-engineering workshop conducted by Epicor Software Corporation at Johannesburg-Republic of South Africa (November 2010).
- Various local training (Short courses), seminars and professional conferences

Reference:

- Caroline Ngunangwa
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