

## CURRICULUM VITAE

### 1. Personal Particulars:

First name: **Wilkifu**

Surname: **Rwehabura**

Date of birth: **21st January 1987**

Marital status: **Single**

Mobile Contacts: **0788320804,0714686687**

Address: **Box 705, Dar es Salaam**

Nationality: **Tanzanian**

E-mail: **cliffleopold@gmail.com**

### PERSONAL SUMMARY

I am energetic, innovative and dynamic Transport Expert who has proven track record in managing a highly commercial operation in a fast-paced environment also providing excellent standards of services and good performance throughout.

### 2. Education Background:

| Year       | Institute                             | Award  |
|------------|---------------------------------------|--|
| 2010 -2013 | National institute of Transport - NIT | Diploma in Logistics and Transport Management – DLTM |
| 2007-2009  | Moringe Sokoine High school           | Advance Certificate                                  |
| 2003- 2006 | Kaisho secondary school               | Ordinary Certificate                                 |
| 1996- 2002 | Bisibo primary school                 | Primary Certificate                                  |

### 3. Short Courses:

**02th -03rd October 2012:** Advanced Certificate in Humanitarian Logistics-

KuhneStiftung - Switzerland which was conducted at National Institute of Transport (NIT)

### 4. Working Experience:

**Nov 2020- Update: Working as Logistics Manager at Travel partner Limited/UNHCR**

### PROJECT- VOLUNTARY REPATRIATION -VOLREP

### DUTIES/TASKS PERFORMED

- Managing of Buses, Trucks and lighter vehicle during Mtendeli - Nduta consolidation and Voluntary Repatriation process - VOLREP from Nduta and Nyarugusu to Burundi exit.

- Maintaining proper communication with other corporates such UNCHR, Red Cross, Police and other involved parties involved in the Convoy.
- Play a vital role in overseeing company vehicles/trucks available for the transportation of goods or products.
- Conduct maintenance all fleets to determine faults compliance
- Maintaining safety and Health - HQSE of the fleet (staff, trucks and the cargo)
- Controlling the cost in terms of fuel consumption - Drop/kilometers
- Responsible for assisting in the recruitment of quality drivers
- Train new drivers and giving them regular trainings about their role
- And coaching them for continual improvement through proper communications and guidance.
- Maintain absolute customer focus, keeping the customer fully informed on progress and to effectively manage their expectations through accurate tracking reports.
- Work alongside other departments to ensure deliveries and distributions are made on time and the required trucks are available and operating as required.
- Accident management if any and report to the insurance companies/claiming and other parties for action.
- Preparations of tracking reports, accidents reports, and other internally and externally reports required.
- Ensure clear and concise vehicle fault reporting; ensure immediate and thorough accident/incident investigations are carried out.
- Preparation of Daily, timely and Previous Tracking report of trucks from logistics Software ie Car Track etc.
- Ensure all of the fleet are meeting compliance requirements according to Tanzania laws.
- Sending status reports to Clients

#### **January 2016 – December 2019: Working at Inlobu as the TRANSPORT OFFICER**

##### **DUTIES/TASKS PERFORMED:**

- Managing drivers to ensure they comply with rules and regulations, perform their day to day activities
- Coordinating and communicating with different clients for loading and unloading cargo with appropriate transport rate.
- Making sure that all transport fleet vehicles are properly maintained and serviced
- Responsible for all dispatching, routing and tracking of delivery vehicles and trucks
- Ensuring company compliance of all transport policies and legislation
- Identifying training needs and continuous driver development such as advanced drive training and safety
- Ensuring proper system of vehicle/truck maintenance is in place and carried out and that all vehicles are kept in a roadworthy condition

- Prepare the pick-up and drop off scheduled of staff
- Monitoring expenditure of fuel and repair are in estimated transport budget as planned
- Calculating of route expenses and mileage depending on kilometer coverage's
- Setting safety procedures and other policies to assure proper logistics
- Dealing with trip geo fencing and trip duration by using Car track system and M zone tracking system.
- Receive transport bookings include those which are straight forward and enter into computer system
- Overseas and approves administrative of paper work required IE Sumatra, Insurance, tax clearance and so on
- Provide information and answer queries from drivers and other related customers
- Giving transport report monthly and annually about transport department to the top management
- Supervising Loading and offloading of all trucks and make sure no truck exceeds 24 hours either at loading site or offloading site.

#### **December 2013 – December 2015: Working at Mtwara**

##### **pipeline/Gas project as the Transport Coordinator.**

- Ensure all drivers must follow the on road/drive time and rest time guideline defined by **China Pipeline Project -CPP**
- Educate drivers on documentations and reporting process to ensure the driver should report to loading and unloading supervisor on time/China Pipeline Project yard
- Ensure no truck should report the material or fuel loss and if they do complete report to HR team for disciplinary action.
- Track and ensure no driver should over speed, should not use phone while driving and should not accommodate passengers without approval from In-charge
- Ensuring fuel consumption is according to the kilometer to be covered
- Communicating with other third parties' logistics companies to ensure proper Logistics activities running smoothly.
- Ensure all of the trucks are pre inspected before loading and after offloading by having checking list of every truck.
- Ensure trucks are available all of the time and are in road worthy
- Preparation of daily tracking report and sending status report to the subcontractors
- Ensuring the Turn round Trip is met by removing idle time by the drivers
- Ensuring adherence of all HSE procedures
- Tracking of the truck position and ensure all driver adhere to all compliance regarding driving to the geo fenced areas with the required speed limit
- Ensuring driver meet targeted driving kilometers per day ie **400km per day.**
- Following up on night driving, deviations and so on in GPS ie **Car tracking software**

## **5. Knowledge and Skills:**

- Computer skills i.e., Microsoft excel, Word
- Extensive knowledge of in and out of gauge cargos (OOG)
- Strong communication and administration skills
- Self-motivation, attention to Detail and Deadline Oriented
- Fleet management
- Transport technology
- Driving skills with A, B and D class
- Logistics knowledge

## **6. Language:**

Excellent in both spoken and written English and Swahili.

## **7.Awards:**

Performance Certificate being appreciated for Commendable Performance in the Course as the best Student.

## **8.Referees:**

1. Jerome Charles Buretta

Managing Director at Tanganyika creative Business technologies

Email: [tanganyikacreativebusiness@gmail.com](mailto:tanganyikacreativebusiness@gmail.com)

Mobile: **0758772532**

2. Mutalemwa Julius Barongo

Operation Manager at Travel Partner limited

Email: [operations@travelpartner.co.tz](mailto:operations@travelpartner.co.tz)

Mobile: **0752749344**

3. Germino Stephen Mgumba

Fleet Management Associate – UNHCR - Kibondo

Email: [mgumba@unhcr.org](mailto:mgumba@unhcr.org)

Mobile No: **0766334431**