

## **Vincent Godwin Mjenga.**

Nationality: **Tanzanian** Sex: **Male** Marital status: **Single** Date of birth: **20<sup>th</sup> August 1995**  
Email: **vincentmjenga33@gmail.com**  
Mob: **+255 653 970 230**

### **Career Objective:**

- Aspiring for a competitive environment in a fast growing company where i can obtain a position to apply acquired knowledge and skills.
- To continuously grow and contribute to achieving organization objectives.
- To seek a challenging job/project where skills are utilized to maximum effect and rewards given reflect the effort and passion exerted in a job as well as offering a chance at career growth.

### **Personal Profile:**

- I am Customer centric and have received numerous positive feedbacks from customers' expressing their appreciation on how i attended and resolved their issues.
- Good organizational skills developed in a variety of deadline orientated situations which led to be a company influencer.

### **Career to Date:**

**July 2017 to July 2018.**

**Trainee.**

**Sales and Marketing Representative.**

**AT CALEBINTO ENTERPRISE LIMITED**

- Maintaining relationships with important clients by making regular visits.
- Understanding consumer requirements in order to achieve the company's marketing goals.
- Visiting exhibitions, workshops and seminars in order to gather market data and build awareness of the market.
- Providing after sales services, making sure that the customer is satisfied with the services.
- Gathering, investigating, and summarizing market data and trends to draft reports.
- Manage, and operate within approved marketing budgets supporting overall business plan.

**August 2019 to April 2021:**  
**Logistics and Stock Controller**  
**QUIARI Tanzania.**  
Reporting to Country Director.

**Responsibility & Duties:**

- Track shipments and address in any delay and physical inspection of stocks and documentation of all incoming stocks.
- Ensure forecast supply and demand requirements to support timely availability.
- Keep accurate records of items from the store and ensuring adequate stock balance.
- Maintaining the warehouse activities recording incoming receipts and outgoing with in the warehouse register book.
- Provide weekly store report to the Country Director.
- Responsible for managing and securing the stocks available in the warehouse.
- Ensure warehouse maintenance including buildings and equipment with in.
- Ascertain quantity and quality of stock delivered, accept conforming goods and reject any damaged good.
- Check good in transit report on the system, identify consignment schedule to arrive at the warehouse.
- Supervise offloading of stocks into warehouse in the presence of truck driver and security personnel.
- Direct the planning and implementation of key initiatives to improve operations.
- Work with management staff on safety issues, employee concerns, productivity, and quality.
- Ensure efficient shipping/ production is achieved and standards are met.
- Coordinates the movement of stocks from the warehouse.
- Performs integrated supply chain duties associated with, distribution planning, transport planning, and inventory management.
- Performs stock-in and stock-out as per standard operating procedures.

**July 2021 to July 2022:**  
**Planning and Logistics Department.**  
**Tanzania Breweries PLC. (ABinBEV).**  
**Inbound Logistics Coordinator Supply Chain Planning Trainee.**  
Reporting to Planning Manager.

**Responsibility & Duties**

- Operational and tactical responsibility for planning and control of shipments(Air, Sea and road) focus on production materials and project cargos.
- Plan and support supply chain activities including planning, sourcing, transport, shipping, warehousing, asset management; apply distribution control techniques to optimize stock levels.
- Coordinate with approved customs clearance agent for shipment and processing of clearing documents for all imported goods.

- Work with material planner so as to ensure sufficient capacity of brewing materials in plants.
- Communicate day to day with clearing team in order to fast track all consignment shipped in country are cleared on time to avoid demurrage charges.
- Address on any delays of incoming consignment that will affect production and lead to shutdown of production line.
- Ensure that the vehicles are available whenever required and are loaded timely so that materials can be distributed to other plants on time.
- Work with procurement team to ensure we have the best suppliers in transport and product and suggest if any changes to occur when needed.
- Receive and check procured items based on Purchase Order against Goods Received Note.
- Proper use of IBIS flow-centric, AERCHAIN and SYSPRO to prepare Landed Cost in any consignment that is imported.
- Anticipate cost before consignment is to be shipped so as finance team will be aware on charges to incur for the consignment imported
- Create inbound delivery documents referencing the relevant purchase order within the system.
- Participate on Weekly team preparation of SNOE(Sales And Operation Execution report)
- Co-ordinate with transport providers and fleet accountant for required trucks.
- Proper experience on TRA customs clearance procedures.
- Ensure the stake holder is provided excellent service through out the shipment process including quick response to enquiries and problem resolution.
- Participate in creation and updating of budget and International procurement plans as necessary.
- Built good and strong relationship between shipping lines such as CMA CGM, Maersk/Nyota, Ignazio Messina in-order to fast track shipment and awareness.
- Work and collaborate with Tanzania shipping agencies corporation (TASAC) to clear shipments with mineral contents which lead to create good work bond in between.
- Proper use and experience on TANCIS, ATMIS, HABOR VIEW for cargo and ship tracking.
- Conduct operation planning and review meetings to ensure efficiency and effective flow of goods and materials.
- Ensure and meet compliance to relevant Tanzania government bodies TRA,TBS,GLCA and TAEC.
- Ensure that taxes and wharfage are processed and paid on time to avoid penalty for late-payments and delay of clearance.

**September 2022 to Present:**

**Bakhresa Group.**

**Logistics and Stores Stock Controller.**

Reporting to Operation Manager.

**Responsibility & Duties.**

- Managing company inventory in order to minimize operation risk.
- Analyze business needs and prepare an inventory requirement plan.
- Moving goods between different parts of the business, this includes stock movement from different warehouses.
- Monthly and weekly preparation of WMR (Warehouse Management Report).
- Provide training to staff in the use of ERP system in recording of assets and inventory as well as ensuring all records are updated in the system with complete and correct supporting documentation.
- Keep records of items shipped, received, or transferred to another location
- Receiving and verifying items against GRN on the arrived items from supplier.
- Conducting cycle counting, perpetual stock take and Annual stocktaking, then give report to the manager for data capturing and eventually adjustment.
- Train and ensure 5s practices in the warehouse is up to standards.
- Ensure that equipment are maintained in good and for safe working condition.
- Inspect equipment to identify and replacements, malfunctions, and repairs of company vehicles.
- Continuous improvements to increase warehouse picker efficiency and reduce cost per pick, and forward plan to sweat vehicles as much as possible on every trip
- Physical verification of delivered cargo against manifest and purchase order and delivery documents and assisting in preliminary quality checking.
- Participate in inventory counts and physical asset verification and related reporting.
- In case of deviation in quantity or Quality to be intimated to Procurement team.
- Timely prepare stock report to liaise with finance and procurement team.

**Skills & Experience**

---

- Planning and organizing skills.
- Teamwork and collaboration.
- Excellent Verbal and written communication skills whether it is with colleagues, or with other team members.
- Judgement and decision making.
- Technological awareness.
- Self motivated and highly independent.
- Negotiation ability.
- Managerial skill.
- Commitment to continuous learning
- Dynamic Prioritisation and Multi Tasking
- Ability to work in a multi cultural bussiness enviroment

### **Activities & Interests**

- **Sports:** A key to a focused mind is a healthy body. To achieve this i play football. This has made me realize how important the spirit of the team is.
- **Community Service:** I take an active role in helping those that are in need.
- **Travelling:** Has made me appreciate diversity and learning about different cultures. I have visited a number of regions in Tanzania.
- **Media:** I am very active in social networking, I enjoy reading books and newspapers, watching TV and movies and listening to the radio.

### **QUALIFICATIONS**

---

- ✓ BACHELOR'S DEGREE IN MARKETING AND ENTERPRINEURSHIP MOSHI COOPERATIVE UNIVERSITY 2015 - 2018
- ✓ DIPLOMA IN MICROFINANCE MANAGEMENT MOSHI COOPERATIVE UNIVERSITY 2013-2015
- ✓ CERTIFICATE OF ENTERPRINEURSHIP DEVELOPMENT MOSHI COOPERATIVE UNIVERSITY 2012- 2013

### **REFEREES:**

---

1. AMEDEUS JOHN  
INBOUND LOGISTICS MANAGER  
TANZANIA BREWERIES LIMITED  
P.O BOX 9013  
+255 769 925 593  
DAR ES SALAAM
2. ARAFAT SAID AMOR  
OPERATION MANAGER,  
BAKHRESA GROUP  
+255 787 806 137 .  
DAR ES SALAAM
3. PENFORD MACHAKU  
COUNTRY DIRECTOR  
QUIARI TANZANIA  
+255 713384006

DAR ES SALAAM