

CURRICULUM VITAE

WILLIAM J. KATUMBO

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Objective

Aspiring to be a leader in growing organization and contribute towards building strong and performing teams that ensure sustenance in delivery and success of the organization

Key Skills

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- Purchasing and Stores management.
 - Organizing skills.
 - Communication and Team work.
 - Microsoft office: word, excel, power point
 - Ability to multitask and flexible to adapt to new work environment

Work Experience

Supply Chain Management Officer

Wassha Inc. (December 2018 – Present)

Activities: Assist in obtaining required export and import permits, Liaise with suppliers to obtain necessary documents to smooth customs clearance, Compiling and keep import documents, Daily management of incoming requests from end user, Dispatching items to regional warehouses, Managing organization assets, Updating inventory status in the system and conduct periodic stock taking.

Logistic officer

Mamba enterprises ltd (2016- 2018)

Activities: Concerning with all declaration procedure for import and export, Liase with other statutory to obtain necessary documents to smooth customs clearance, Tracking shipment and updating database on arrival information and documentation of shipping document, Assigning drivers on transport of vehicle to boarders, Ensure all safety procedures and necessary documents are carried by drivers during port entrance and along the roads, Negotiating with subcontract for transportation of cargoes for our client

Clearing and Forwarding Agent

Mamba enterprises ltd (Trainee) (2013- 2015)

Activities: Concerning with all declaration procedure for import and export, Liase with other statutory to obtain necessary documents to smooth customs clearance, Tracking shipment and updating database on arrival information and documentation of shipping documents

Education

2013 -2016	St. Augustine University of Tanzania
	Bachelor of Science in Procurement And Supply Chain Management
2012 - 2013	St. Augustine University of Tanzania
	Certificate of Logistics Management
2010 - 2012	Galanos High School
	Advance Certificate of Secondary Education
2006 - 2009	Pius Secondary School
	Certificate of Secondary Education

Achievements

Title: Certificate of Business Decision Making

Institution: Ivey business school, Western University Canada.

Duration: (March 2015 22th - May 2015.)

Title: Certificate of registered by professional board and Practicing licence (GP 03671)

Provider: Procurement and Supplies Professionals and Technician Board (PSPTB)

Title: Certificate of attendance in Workshop

Provider: Procurement and Supplies Professionals and Technician Board (PSPTB)

Duration: (22nd April- 23rd April 2016)

Title: Certificate of Cargo tallying for International shipping.

Provider: National Institute of Transport (NIT)

Duration: (May 2019 – July 2019)

Hobbies & Interests

Entrepreneurships, Community development, Travelling, Tourism, Language, Reading, Volunteering.

Languages

Swahili (fluent)

English (fluent)

Reference

Reference available upon request.

Declaration

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately.