

SANTOS I. IGNACE

RESUME

P.O.BOX 13962, DAR ES SALAAM, PHONE +255757687871, EMAIL: santos.iyaka@gmail.com

PROFESSIONAL SUMMARY

To utilize the acquired knowledge to the maximum possible of creativity to provide quality services in Engineering and improve customer relations and to maximize the organization's/company reputations. Confident and articulate individual with commended ability to work with others to achieve set outcomes and highly motivated to offer the highest quality of services with a complete focus on safety, environmental, and health issues in workplace.

SKILLS

- Computer application
- Warehousing and inventory
- Communication and negotiation
- Logistics and fleet management
- ERP/SAP MS Excel and Microsoft office
- Problem-solving skills
- Customer service skills
- Management skills
- Driving skills

ACCOMPLISHMENTS AND WORK EXPERIENCES: -

ATO LOGISTICS LIMITED- HEAD OF MAINTENANCE

- Integrate fleet management system and implementation of regular preventative maintenance on all vehicles, working with staff / vendors to ensure quality repairs and preventative services are completed in a pro-active timely manner.
- Develop and implement process and protocol for all vehicle preventative maintenance, inventory, and repair, and fuelling cost analytics.
- Ensure cost control throughout on all maintenance of assets with positive control of equipment, spare parts, tools, and inventory.
- Ordering urgent or emergency repairs as needed including asset recovery and minimize as much as possible.
- Partner with Operations Management to help create a process that ensures Drivers of the company are certified to operate vehicles.
- Partner with senior management to develop and implement strategy to ensure Company fleet is right sized, right typed and modernized to meet our current operational performance and growth initiatives.
- Periodically audit field maintenance and other fleet maintenance processes by reviewing results with managing director.
- Interface across cross-functional teams to establish, monitor and ensure safe and proper driving practices via training and safety program.
- Represent company on internal and industry committees as appropriate.
- Any other duties that are reasonably required by the Managing director.

BRAVO LOGISTICS LTD- WORKSHOP SUPERVISOR (2020-2022)

- Assist the workshop manager in leading daily toolbox meeting (Safety meetings); administer safety regulations in workshop as per company policies.
- To ensure the department's activity conforms to health and safety requirements including risk assessments, operating procedures and the general policies and procedures of the company.
- Identify the needed health and safety tools such as PPE and ensure that all the workshop team is in proper personal protective equipment's.
- Supervising inspection of trucks and trailers, all inspection of trucks and trailers should be done to ensure proper records and defects through SAP.
- To lead on repairs and maintenance managing them through the workshop process directed by the workshop manager and company SOP's.
- To ensure proper repair of trucks within shortest period of time possible and avoid recurring accidents.
- To advice solutions to technical challenges/ problems within the workshop.
- To maintain good communication and working relationships within the department, with other departments like fleet department,account,imports,export and with visiting creative teams.
- Coordinating repairs and spare parts availability in Mavimba and Mafinga sites trucks.
- Oversee equipment stock and place orders for new supplies when necessary through SAP.
- Document and prepare daily progress reports and maintenance logs through SAP.
- Any other duties that are reasonably required by the Workshop manager.

AGRICOM AFRICA LTD- PARTS AND SERVICE ENGINEER (2018- 2020)

- Oversee storage of spare parts and other products, particularly of fragile items.
- Liaise with warehouse staff and other internal teams (status upon delivery and storage conditions).
- Keep updated inventory records and Forecast supply and demand to prevent overstocking and running out-of-stock and source parts and liaise with respectively to the best prices.
- Dealing with Logistics of farm Equipment and implements from Dar es Salaam to other branches in other regions and customers in different location in Tanzania.
- Dealing with Supervision of spares parts and services of Farm Equipment & Implements.
- Organize sales of spares at branches level.
- To coordinating various technical tasks performed by technicians to ensure that customer demands are being met and all company regulations are being followed.
- Oversee all repairs and ensure that work is completed on time.
- Develops and implements methods and procedures for disposition material and devices methods to assess cost and responsibility.
- Set goals for performance and deadlines in ways that comply with company's plans and vision and communicate them to subordinates.
- Organize workflow and ensure that technicians understand their duties or delegated tasks.
- Receive complaints of technical issue from technicians and our clients and resolve problems in time with accurately in repair and maintenance and technical advice.
- Conduct follow-ups on all maintenance and repair work.
- Conduct follow-ups on logistics of equipment's and implements in different locations.

TANZANIA BUREAU STANDARD (TBS) -ANALYST (2017- 2018) - INTERNSHIP

- I was working as analyst/ Engineer satisfies, testing and quality control of products-spare parts imported in Tanzania at mechanical laboratory.

MANTRAC TANZANIA LIMITED-FOREMAN (2013- 2016)-INTERNSHIP

- Supervision of maintenance and oversee storage of spare parts, particularly of fragile items.
- Ensure workshop spare parts requisition to technician.
- Keep updated inventory records and Forecast supply and demand to prevent overstocking and running out-of-stock and source spare parts and liaise with respectively to the best prices.
- Adhere to radio procedures and ensure that the crews are adhering the same and report any breach of this procedures.
- Receive complaints of technical issue from technicians and our clients and resolve problems in time with accurately in repair and maintenance and technical advice.

ACADEMIC QUALIFICATION; -

2017: Bachelor's degree in Automobile Engineering-National Institute of Transport (NIT)

2014: Diploma in Automobile Engineering- National Institute of Transport (NIT)

2010: Ordinary secondary Education – St. Mark's secondary school

2007: Certificate of Primary Education- Bunge Primary School.

TRAININGS AND CERTIFICATIONS: -

2016-Firefighting and first aid by **Institution of engineers Tanzania.**

2016- Industrial security and risk management by **Institution of engineers Tanzania.**

REFEREES: -

George Gwisu

Quality assurance officer

Tanzania Bureau Standard

P.O Box 9524

Dar es Salaam

Email: George.mandalu@tbs.go.tz

Tel: +255765908304

Bruno .A. Laswai

Standard officer

Tanzania Bureau Standard

P.O Box 9524

Dar es Salaam

Mail: laswaibruno79@gmail.com

Tel: +255719651015/ +255768819526

Noward .S. Kayingi

Workshop Manager

Blue coast Investment Limited

P.O Box 34209

Dar es Salaam

Mail: noward.kayingi@bluecoast.co.tz

Tel: +255659410250 /+255769448611