

**Francis Ernest  
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**Nationality:** Tanzanian

### **EDUCATION AND QUALIFICATIONS**

2016 - 2020	<b>National Institute of Transport</b> Bachelor In Logistics And Transport Management
2006 – 2009	<b>National Institute of Transport</b> Diploma in Logistics And Transport Management
2000 – 2003	<b>Mpwapwa High School</b> Certificate of Secondary Education
1993 – 1999	<b>Chazungwa Primary School</b> Certificate of Primary Education

### **EMPLOYMENT HISTORY**

**APRIL 2022-CURRENT    OPERATIONS SUPERVISOR AT MTEMO FREIGHT  
FORWARDERS LTD**

#### **RESPONSIBILITIES**

- Conducting Documentation and Customs Clearance (handling all export/import paperwork and transportation requirements)
- Arrange inland transportation of the goods (considering the perishable nature of the goods, transit cost, time and safety of the goods to suggest the best possible route for the shipment)
- Assisting with clearing instruction (follow up with approved clearance agents to ensure timely clearance)
- Ensuring that insurance is in order (carrying out customs clearing procedures for exports or import)
- Signing and issuing bills of lading (checking import/export documentation to determine cargo contents, and classifying goods into different fee)
- To ensure all appropriate documents lodged in the SINGLE WINDOW/TANCIS system
- To ensure verifications of goods done accordingly
- To make liaison with customs officers and other regulatory authorities eg; TBS,TMDA ect

**RESPONSIBILITIES**

**Main Product (Diesel, Petrol, Jet A-1/IK and Black Product)**

- Reconcile petro-stock/Excel DSR weekly and perform report monthly.
- Monitor loss/gain and report to depo manager the reasons and actions to be carried out.
- Prepare in summary monthly performance reports for all depots and circulate the same to loss committee members.
- Monitor stock movements on weekly basis to control any fraud or inappropriate stock transfer.
- Follow-Up stock on petro-stock on daily basis and send the report to depot, logistics and operations manager.
- Confirmation in the system depot to depot transfers and receipts.
- Minimize our stocks in other terminal especially for prorated volumes.
- Reconcile upcountry depots figures and send the report to finance and customer service departments on monthly basis.
- Carryout end of month and surprise stock taking for oil products and lubes to various depots.
- Compliance to government statutory and labor laws.
- Prepare and animate the monthly loss committee meetings.
- Prepare stock statements for other depots.

**Lubricant Product**

- Stock counting, this includes end of the month counting, surprise stock take and weekly stock count
- Stock reconciliation, by cheking and compare physical stock and system stock and reportany differences with explanation
- Stock decantation, removing liking item product and by following procedures find small packe and refilling the product to have full package
- Stock arrangement in the warehouse by making sure product by product and the size of each product are arranged well
- Following up reception records of the product received from production point and makingsure that are intact
- Following up on goods/product returned from the customer and making sure the processof exchanging follows the procedures
- Following up safety procedures and standards as per company regulations
- Prepare month report and present on month stock committee meetings
- Working closely with warehouse supervisor on finding the explanation on any differences which may occur in the stock
- Assist warehouse supervisor on handling product in the storge area by making sure cleaning and dryness within the warehouse

**RESPONSIBILITIES**

- Managing ttl fleet to ensure reliable truck available and maximize its utilization
- Ensure fleet conformity of any change ttl has to be informed as per contract
- Coordinate driver training as per PATROM
- Prepare annual program for brake test to all contracted truck (ttl fleet)

- Coordinate and chair meeting 1) Affiliate 2) Transporter and affiliate
- Assist HSEQ manager to compile safety monthly report (Health Safety Environment Quality)
- Surprise delivery verification to various customers
- Participate in accident and incident investigation
- Route survey to identify risk
- Assist transporter on the implementation in safety management system
- Obc-An on-board computer is a small computer that is installed inside the cab of a truck
- Make sure obc is live all the time and provide accurate daily violation report/follow up
- Make event analysis on monthly basis in four major violations
- Ensure fleet compliance with standard and specification

## **OCTOBER 2010 – DECEMBER 2012 DISTRICT TRANSPORT OFFICER MISSENYI DISTRICT COUNCIL**

### **RESPONSIBILITIES**

- Managing council fleet to ensure reliable vehicle available and maximize its utilization
- Prepare annual program for brake test to all council vehicle
- To compile safety monthly report (Health Safety Environment Quality)
- Participate in accident and incident investigation
- Route survey to identify risk
- Ensure fleet compliance with standard and specification.

**MARCH 2010 – JULY 2010**

**RESEARCH ASSISTANT**

**SUMATRA**

### **RESPONSIBILITIES**

- Main activities were conducting research on the usage of public transportation
- Carry out experiments and research according to protocols laid out by primary researchers
- Collect and log experimental data
- Conduct statistical analyses of data sets
- Prepare graphs and spreadsheets to portray results
- Create presentation slides and posters to help researchers present findings
- Review print and online resources to gather information
- Check facts, proofread, and edit research documents to ensure accuracy.

## SKILLS AND EXPERIENCE GAINED

I have good experience in Stock reconciliation and various Logistics activities, report including but not limited to those relating,

## INTERESTS AND ACTIVITIES

Reading, Travelling, Football, Basketball

## OTHER SKILLS

Languages Spoken

- English Language (Fluent)
- Kiswahili (Native)

### Computer And Other Applications

- MS Excel and Word (Very Good)
- Power Point
- SAP
- PETRO-STOCK
- On board Computer System (OBC)
- Inventory Management
- Microsoft Outlook

## REFEREES

Mrs. Anna Chonya

Mr. Noel Mnyambi

Mr. Freddy Mtepa

Accountant

Stock Controller

Managing Director

Ubungo Municipal Council

Total Energies

Mtemo Freight Forwarders LTD

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## DECLARATION

I hereby declare that all the information furnished above is true and genuine to the best of my knowledge and I will solely be responsible for any discrepancy found in them.

Francis E. Haule

DATE: 04<sup>th</sup> August 2022