

## **CURRICULUM VITAE [CV]**

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### **KEY QUALIFICATIONS**

I am a holder of (MCIPS), **GRADUATE Professional Diploma in Procurement and Supply** (level 6) CIPS-UK, Advanced Diploma (Level 5) in Purchasing and Supply from the **Chartered Institute of Purchasing and Supply (level5) CIPS - UK**, Holder of Foundation Diploma (Level 4) in Purchasing and Supply from the **Chartered Institute of Purchasing and Supply(level 4) CIPS - UK**, Holder of Diploma in Procurement and Supply from the Institute of Procurement and Supply (IPS – Chanika, Tanzania) also a holder of **Certificate of Law** from the **University of Dar-es-salaam**.

However I have been registered by procurement and supply professional and Technicians board(PSPTB) at the level of Graduate professional in procurement and supply, Also registered by the **Charted Institute of purchasing and supply(CIPS)** at the level of MCIPS.

I am skilled in Practical Procurement in areas like Development of Procurement Plan, Selection of Right Supplier, Contract Management, Strategic and Risk Management Planning, Negotiation Skills, etc.

### **EDUCATION BACKGROUND**

**2015 - 2016 : MCIPS**  
**2014- 2015 : Graduate Professional Diploma in procurement and supply (CIPS-UK-level 6)**  
**2013 – 2014 : Certificate of Law from University of Dar es Salaam**  
**2012 – 2013 : Advanced Diploma in Purchasing and Supply (CIPS – UK ,level5 )**  
**2010 – 2012 : Foundation Diploma in Purchasing and Supply (CIPS – UK,level 4)**  
**2009 – 2010 : Diploma in Procurement and Supply (IPS – Chanika, Tanzania NTA LEVEL 6)**  
**2007 – 2009 : Advanced Certificate of Secondary Education Examination (ACSEE) Dr. Didas**  
**2003 – 2006 : certificate of Secondary Education Examination (CSEE) (St. Mary**

### **COURSES ATTENDED.**

**2009 - computer course**

- 2010 - Basic driving course.
- 2013 - Advanced procurement management course (APMC).
- 2014 - MRP & ERP.
- 2017- SAP.

#### **LANGUAGE PROFICIENCY**

<b><u>Language</u></b>	<b><u>Speaking</u></b>	<b><u>Writing</u></b>	<b><u>Reading</u></b>
English	Excellent	excellent	Excellent
Kiswahili	Excellent	Excellent	Excellent

#### **RECORD FOR WORKING EXPERIENCE .**

##### **PROCUREMENT MANAGER,THE RESIDENCE HOTEL ZANZIBAR (APRIL 2020-UP TO DATE)**

- Develop, execute, and monitor purchasing strategies, policies, and best practices.
- Manage vendor and supplier selection process based on price, quality, support, capacity, and reliability.
- Develop and maintain strategic relationships with key suppliers to maximize quality, lead-times, and pricing.
- Develop, negotiate, and administer purchasing agreements and contracts with suppliers in support of organizational requirements.
- Responsible for developing, maintaining, and monitoring vendor managed inventory (VMI) programs.
- Establish and maintain appropriate inventory levels that balance risk with investment.
- Lead the continuous improvement of purchasing processes.
- Track and report key functional metrics to reduce expenses and improve effectiveness.
- Forecast price and market trends to identify risks and opportunities.
- Acts as liaison between various in-house departments and suppliers.
- Oversee vendor compliance with internal quality standards, company policies, and external regulations.
- Review purchase orders for proper authorization and compliance with organizational policy and procedures
- Clearing goods procured from other countries.

##### **LOGISTICS,FINANCE AND PROCUREMENT MANAER, ONE ACRE FUND(2014-2020)**

#### **Duties and Responsibilities:**

- **Procurement Planning**
- Perform Market Analyses by collecting, organizing and analyzing market data and financial reports and monitoring Supply Market to ensuring price quotations and Supplier offers are authentic and reasonable

- Develop procurement plans for active grants, in collaboration with program Coordinators/Managers and internal and external partners to support program implementation.
- Ensure program teams develop distribution plan for supplies and assets of closed grants in the warehouses.
- Coordinate with supply chain field staff to ensure that there is sufficient spaces in warehouses before sending program supplies to the field sites.
- Ensure that the supply chain department is well staffed and roles and responsibilities of each have clear job description.
- **Procurement**
- Implement all OAF procurement Standard Operating Procedures to ensure compliance to OAF and donors procurement policies
- Work with requesters to develop comprehensive purchase specification
- Maintain accurate procurement data and records and ensuring on time procurement reporting
- Review procurement documents before payment from SAP
- Lead the bidding process, including Request for quotation process, Request for proposal process, Tender evaluation and facilitating procurement committee functioning
- Develop and implement category sourcing strategy
- Set negotiation objectives conduct negotiations with potential suppliers to ensure value for money
- **Contracting Process**
- Prepare, review and utilize Procurement contracts, including Master Agreements (MPA, MSA) to ensure favorable Procurement Terms and Conditions
- Set key performance indicators and service level agreements for contracts
- Monitor contract implementation to ensure suppliers adherence to contract terms and conditions
- Prepare and submit timely and accurate procurement report(s) to inform decision-making process.
- Implement and sustain segregation duties in procurement and other related functions.
- **Supplier Management**
- Maintain mutually beneficial relationships with suppliers
- Conduct Supplier performance reviews and feedback process and maintain up to date and accurate supplier performance scorecards
- Develop suppliers for sustainable value adding procurement
- **Compliance and Legal**
- Conduct procurement due diligence, including supplier site visits, supplier background checks and implement any other fraud prevention methods.
- Conduct self-assessments of conformance to supply chain policies, procedures, controls, and performance
- Provide complete documents for audit and implement Corrective and/ or preventive action Plans (CAPA)
- Identify, document and timely report any OAF procurement process deviations following the mechanism in place for appropriate follow up.
- Develop and support implementation of improvement plans.
- Provide constructive support to other functions to ensure effective, compliance to policies & procedures.
- **Staff Management and Development:**

- Support recruitment of procurement staff through the effective utilization of the OAF supply chain competency matrix.
- Ensure each staff members' objectives are set following the organizational unit visions as well as operations context(s);
- Provide face to face and remote orientation to newly hired procurement staff.
- Assess procurement staff competency and training gaps and develop appropriate intervention programs.
- Deliver Training and Professional development programs
- Co-ordinate training and maintain training records
- **LOGISTICS**
- Plans and supports all logistics for evaluation activities, training, capacity assessments, learning events, schedules and calendars. And other project activities. Ensures smooth operations of all activities by coordinating with drivers, transporters, venues, caterers, suppliers, activity-specific logisticians. Mobilizes staff and consultants by arranging travel and lodging.
- Ensure quality management of assets and other items procured including stationery, fuel, vehicles etc
- Follow up on unpaid bills for accommodation and other bills with our suppliers related to
- Deliver all necessary documentation to Customer Service, Security and/or Finance.
- Prepare daily Inventory Stock Report, dispatched trucks report and daily transporters tracking report.
- Support Supply Chain Manager in ensuring suppliers such as transporters conduct themselves in line with OAFs' safety standards and other Company requirements.
- Negotiate with truck owners over the distribution of fertilizers and seeds for farmers.
- Conduct daily stock count for the stored items in the warehouse.
- **ADMINISTRATION.**
- Takes minutes at programmatic and strategic meetings. Contributes to development of meeting notes.
  - Conduct weekly meetings with team.
  - conducts check-ins with subordinates and my manager.
  - conduct meetings with head of departments on issue regarding procurement and logistics
  - Getting feedback from my internal customers and suppliers

## **WAREHOUSE AND INVENTORY MANAGEMENT.**

- Oversee inventory and supply chain management according to company guidelines
- Perform critical inventory tasks to ensure the correct number of items are in stock
- Maintain updated and accurate records of inventory, including transfers and cycle counts
- Review documentation and monitor product codes to search for discrepancies; troubleshoot quantity discrepancies between stock and records
- Develop and implement improvements to existing operational procedures in order to maximize efficiency and cut operations costs
- Respond to Purchase inquiries and purchase orders; collect and analyze data to determine appropriate order quantities; process orders for shipment
- Review operations schedules and production requirements to ensure timely order fulfillment

- Track rates of accuracy, purchase and return as well as defective items to inform quality control decisions
- Prepare, generate, and file financial inventory reports, review reports monthly with management
- Nurture positive relationships with suppliers and provide customer service as needed
- Participate on selling & follow up on obsoletes payments from suppliers

## **PROCUREMENT AND SUPPLY SPECIALIST-2012-2014 (INSTITUTE OF PROCUREMENT AND SUPPLY)**

### **Duties and RESPONSIBILITIES.**

- Negotiation & acquisition of the institute service providers.
- Provides technical advice on procurement activities to the institute to all activities related to procurement.
- Identification and selection of right service provider.
- Analyze and evaluates procurement requests and ensures appropriateness of technical specifications.
- signs procurement orders up to the authorized limit, and, in cases where the amount exceeds authorized signature authority, prepares submissions to the Contracts Committee for review and subsequent approval by the authorized official.
- Prepares a variety of procurement-related documents, correspondences and reports, analyzes the existing practices and procedures and contributes to development of institutional procurement policies and procedures;
- Develops standards and criteria for the evaluation of goods, services, supplier capacity, etc.
- Evaluates the productive capacities and performance of manufacturers to identify supply sources.
- Training of procurement related issues.
- Conducting of TNA of procurement related issues in government agencies.
- **To approve prices and vendors in the procurement portal.**
- Responsible for logistics/supply planning through coordination with Operations/Program Sections.
- Provide technical advice on specifications, supply and logistics arrangements facilitating cost-effective efficient procurement, customs clearance, inventory management and distribution of supplies and.
- Participate in the strategy planning preview and reviews to advise on supply/logistics requirements for the Plan of Operations and Annual Work Plans.
- Ensure sound, accurate supply/logistics management systems, procedures and documentation as well as regular, accurate reporting to maintain the highest level of integrity, standards and accountability.
- Oversee the overall preparation of appropriate documentation i.e. cash and supply requisitions, purchase orders, long term arrangements etc.

- Regularly create and communicate accurate inventory tracking, inventory aging and incoming supplies information.
- Provide effective coaching to the staff/consultants as required Supervise and manage effective procurement, local and/or offshore, with a goal to attain lowest cost without sacrificing quality.
- Conduct local procurement through issuance of tenders, bid adjudication and contract management.
- Conduct market research, identify and recommend potential local suppliers.
- Gather and maintain data on and evaluate local supply sources' overall performance, (competitive pricing, cost-effectiveness.
- Set meetings to review the Demand and Indirect Planning file within Procurement and with key stakeholders (Finance, Supply Leadership.
- Track version updates of the Planning file as the chief custodian of the document
- Compile the KPI's annually and track performance monthly noting the performance drivers and challenges faced in the market.
- Share performance with stakeholders as require
- To conduct training in procurement and supply related issues as a consultant.
- To make sure all logistics related issues are well coordinated.

**REFERENCE:**

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