

MICHAEL BRIAN MUGUME

mobile: +256776762525 **email:** michaelmugume@yahoo.com

SUMMARY:

I am a dynamic individual with over five years of experience spanning across roles in Operations, Procurement, Administration, coupled with Supply Chain and Management, in the sectors of Logistics, Real Estate, Non-Profit, Tourism and Banking.

EDUCATION:

Makerere University Bachelor of Arts Degree in Economics	Excel Millennium High School Uganda Advanced Certificate of Education	Namilyango College Uganda Certificate of Education
--	---	--

VOLUNTARY INVOLVEMENT:

Business Developer

GVEP INTERNATIONAL

December 2011 – December 2012

- Helping small business owners to improve record keeping in order to qualify for donor grants.
- Trouble shooting production and sales problems in order to attain a bigger market share for their products.
- Setting monthly business targets for the business owners in order to reach a profitable level of operation.
- Encouraging business owners to incorporate banking into their day-to-day transactions for reference.
- Maintaining a working relationship between business owners and the donor community.

WORK EXPERIENCE:

Transportation Manager

MULTIPLE FREIGHT SOLUTIONS LIMITED

January 2021 – September 2022

- Transporter Portfolio: Vet and onboard new transporters to aid in the seamless transportation of available cargo as well as manage and coordinate transporters until final delivery of the clients' goods.
- Supply Sourcing: Stay abreast of daily transit needs and source for transporters to move ready cargo (containerised and/or bulk) from designated places of origin to the final destination.
- Fleet Movement & Tracking: Monitor movement of different transporter fleets in order to keep client appraised on the current position of their goods in transit.
- Transit Formalities: Address issues for cargo in transit that may be as a result of missing documentation to facilitate in border clearance, port entry or exit and any other associated requirements for goods on the road.
- Cargo Claims: Resolve client complaints in the event of cargo loss and follow up for compensation from the transporter or their insurer and ensure that the client is compensated and the transporter is debited.

Operations Manager

KOBO360 INC.

March 2020 – January 2021

- Repeat Business: Maintain client relationships by queueing daily cargo movement orders and matching these to available transporters in order to ensure repeat business from existing and new clients.
- Business Assessment: Establish whether every business undertaking meets the minimum profit margin requirement and advise on priority undertaking for most profitable ventures.
- Partner Portfolio: Initiate partnerships with transporters in the market in order to increase fleet options for the company and improve the service range available to existing and prospect clients.
- Rate Negotiation: Negotiate transporter rates with existing transportation partners to keep trips affordable for clients and at the same time maintain required minimum profit margin requirements.
- Insurance Claims: Liaise with the company broker in the event of loss of goods resulting from accidents and other occurrences that lead to loss in order to ensure that the client is compensated for damages.
- Proper Documentation: Follow up on necessary documentation to facilitate loading cargo at discharge points and offloading at delivery points. Collect all the documents necessary to pay partners and invoice clients.
- Payment Coordination: Aid advance payment for transporter invoices and raise job cards for completed trips in order to facilitate generation of invoices to clients for prompt settlement.

Operations Associate

KOBO360 INC.

November 2019 – February 2020

- Logistical Pairing: Match existing cargo owners with transporters in their vicinity to move consignments to various delivery points at pre-set prices and within acceptable delivery times.
- Cargo Tracking: Liaise with clients, transporters and relevant internal departments on various issues pertaining to all the cargo that Kobo360 is transporting and provide updates to clients.
- Site Coordination: Provide the site clerk with information on empty pick-ups and loading points for all export cargo and ensure timely offloading of import cargo by pointing out delays to the site clerk.
- Seamless Transition: Liaise with clients to get contacts of their clearing agents at entry, exit and destination points in order to have smooth customs clearance of cargo in transit and avoid unnecessary delays.
- Data Tabulation: Create and maintain cargo metrics for both imports and exports to capture critical information like weight, container serials, delivery points, rates and other relevant information.

Procurement & Logistics Administrator

CHILD'S I FOUNDATION

March 2018 – September 2018

- Procurement Supervision: Oversee the procurement process from soliciting quotations to awarding of contracts and vendor payments. Ensure every stage of the process is timely, cost effective and compliant.
- Vendor Portfolio: Grow and manage the supplier list by canvassing for additional service providers and evaluating their suitability. Keep track of ongoing contracts and the organisation's blacklist.
- Procurement Meetings: Schedule and administrate procurement committee meetings. Effect the recommendations made in the sittings by keeping track of the action points and policy updates.
- Cost Benefit Analysis: prepare financial, technical and comparative statements with clear specifications, and then make recommendations based on the best value for money in lieu with financial requirements.
- Fleet Management: Ensure timely maintenance and repairs of company vehicles by keeping track of mileage and scheduling for garage visits so that the vehicles' overall safety and roadworthiness is not compromised.
- Logistics Support: Manage the vehicle schedule and handle every transport request including airport transfers, air ticketing and accommodation arrangements for staff members and international guests.
- IT Assistance: Keep track of data usage and connectivity across all district offices and liaise with the IT Consultant to fix all reported challenges, renew software licenses and escalate unresolved issues.

Senior Administrator

CHILD'S I FOUNDATION

April 2017 – March 2018

- Administrative Support: Assist in the daily activities at head office and work towards enforcing systems and structures that allow for smooth and effective operations in coordination with other departments.
- Procurement Supervision: Oversee procurement from soliciting quotations to awarding of supplier contracts. Ensure that every stage of the process is timely, cost effective and compliant to grant terms and conditions.
- Vendor Portfolio: Grow and manage the vendor list by registering additional suppliers who have met the qualification requirements. Keep track of the start and finish dates for ongoing contracts.
- Budget Adherence: Receive and analyse requests for goods and services to ensure that they are within budget allocations, then compile and present statistical and budget related reports.
- Office Management: supervise regional office managers across the administration function and provide oversight of the regional offices. Support, manage and ensure leave cover for the office managers.
- Cost Benefit Analysis: prepare financial, technical and comparative statements with clear specifications, and then make recommendations based on the best value for money in lieu with legal requirements.
- Health & Safety: Work towards the health, safety and hygiene of others by ensuring that all company premises are clean at all times, well maintained and are fitted with fire safety solutions.

Administrator

WATALII SAFARIS

July 2014 – April 2017

- Office & Facilities Management: Plan and implement office systems, layout and equipment procurement and repair. Organize office operations and procedures, maintenance, supplies and equipment.
- Contracts & Payrolls: Draft contracts for service providers and ensure that the company's standard of service is adhered to. Create a payment tracking system for both permanent and temporary employees.
- Content Management: Create and manage content for the company's website and social media. Create and edit company literature like brochures, flyers and other forms of communication.

- **Clerical Duties:** Maintain continuity among corporate, division, and local work teams by documenting and communicating actions, irregularities, and continuing needs. Create and edit necessary documents.
- **Procurement & Supplies:** Prepare purchase memos and documentation and keeping track of supplies and replenishing in time so as to ensure that productivity is not stifled by inadequate levels of stock.
- **Policies & Regulations:** Initiating, coordinating, and enforcing systems, policies, and procedures. Improve familiarity with legislation in the areas of employment, equality and diversity and data protection. Develop and implement new administrative systems, such as record management. Establish standards and procedures. Design and implement office policies. Plan the most efficient administrative procedures. Identify out-dated practices and develop continual improvement processes for the organisation.
- **Coordinate Meetings:** Organise and chair meetings with staff. Take minutes and ensure that agreed suggestions are incorporated into subsequent operations. Arrange for meet ups with clients in the interest of consolidating future business relations.
- **Accountability:** Provide proofs of purchase, keep track of expenses, approve invoices and file receipts. Ensure that the flow of resources is recorded and can be easily accessed as and when needed.

Procurement Intern

ECOBANK UGANDA

October 2011 – January 2012

- **Scheduling Purchases:** Plan deliveries and estimate arrival times in order to avoid depletion. Ensure that the specific vendors are contacted for timely shipments as low levels of inventory are reached.
- **Inventory Management:** Verify current levels of inventory and ensure that there is always a constant supply of essential items at all branches of the bank in order to curb overall inefficiency resulting from supply gaps.
- **Cost Control:** Maintain accuracy in quantities before purchases are made with the vendor so that there are no inventory levels, then cross check deliveries with purchase orders to ensure consistency in quantity and type.
- **Vendor Portfolio:** Find new vendors with quality products and low costs, discover alternative suppliers to provide supplies less expensively then liaise with supervisors to create business agreements.
- **Payment Approvals:** Process payments for goods received and ensure that there are no disputes on the bill of sale. Solve any quantity inconsistencies before the payments are disbursed to the vendor in question.
- **Fleet Control:** Supervise mileage on all the company vehicles and reconcile with the expenditure reflected on fuel cards. Track vehicle movements and ensure that transport is readily available at all times.
- **Proper Documentation:** Create abstracts from offers made by vendors by compiling data contained in quotations and bids, then prepare purchase orders and send copies to specific suppliers.
- **Bid Selection:** Prepare tender documents like invitations to bid, and distribute information for public posting. Compare prices, specifications, and delivery dates to determine the best bid among potential suppliers.

Property Manager

RANKAM GROUP LIMITED

February 2010 – March 2014

- **Maintenance and Safety:** Inspect and arrange maintenance to meet approved standards and functionality. Coordinate maintenance schedule so that repairs are noted and completed on a timely basis.
- **Financial Management and Reporting:** Accomplish financial goals like required collections for profitability and report on financial performance. Forecast requirements and operate asset in owners' best interest.
- **Personnel and Performance:** Consistently use successful techniques to hire and train new personnel and then oversee their performance to ensure efficiency. Carry out regular staff evaluations and appraisals.
- **Retention and Eviction:** Maintain a positive, productive relationship with tenants by dealing with concerns and requests on timely basis. Initiate an eviction when a tenant does not pay rent or breaches the terms of a lease.
- **Capacity Maximisation:** Advertise and market vacant spaces to attract tenants, source and build relationships with prospective clients to expand business opportunities. Ensure property is rented to fullest capacity.
- **Receivables and Expenses:** Collect receivable accounts and ensure that all rent and late fees are collected, posted and deposited in a timely manner. Handle operating expenses like utilities and regular repairs.
- **Maintaining Records:** Ensure current resident files are properly maintained and all administrative paperwork pertaining to leases, cost of repairs, complaints and maintenance requests is accurate and complete.
- **Rent Control:** Set the right rent level to attract tenants after looking at comparable properties in the area. Increase the rent to cover increased costs like taxes and utilities and decrease rent if deemed necessary.

REFERENCES:

John Asiimwe

Exports
Multiple Freight Solutions Limited
Kampala, Uganda
+256 788 011143
john.asiimwe@mfsi.ug

Jean Marie Kule

Data & Innovation
Kobo360 Inc.
Kampala, Uganda
+256 775 788984
jean.m@kobo360.com

Patrick Kabenge

Finance
Child's i Foundation
Kampala, Uganda
+256 775 581596
patrick@childsifoundation.org