

JOSEPH SEGAWA

P.O BOX 4430, Kampala.
+256-772-832626/+256-701-842626

segawajoe@gmail.com

Summary

Am an analytical and detail-oriented Managing Director, experienced in coordinating, planning, and supporting daily operational functions. Offering expertise in delivering Logistics and Transport management, Finance management, Administration, Human resource, Procurement and Payroll management.

An outstanding Logistics Manager and team leader with strong interpersonal skills. Seeking to thrive in a demanding, deadline-driven environment.

Skills

- Strong verbal communication
- Project Management
- Public speaking
- Data analysis
- Team leadership
- Report writing
- Methodology implementation
- Conflict resolution
- Interpersonal and written communication
- Budgeting and finance
- Powerful negotiator

Experience

Logistics General Manager - 06/2015-06/2023

Savannah Cargo & Logistics Limited

General Tasks/Management

- Plan, manage and evaluate logistics operations liaising with internal stakeholders, suppliers, logistics providers, transportation companies and customers
- Creating and implementing best practice logistics principles, policies and processes across the organisation to improve operational and financial performance
- Deliver solutions to logistics problems while maintaining high levels of quality and service within budgetary requirements
- Monitor quality, quantity, delivery times, and transport costs
- Negotiate rates and contracts with transportation and logistics providers
- Select carriers/suppliers and monitor service against performance criteria
- Ensure carrier compliance with company policies or procedures for product transit or delivery
- Resolve problems concerning transportation, logistics systems, imports or exports or customer issues

- Review impact of logistics changes, such as routing, shipping modes, product volumes or carriers and report results to others
- Support continuous improvement initiatives and identify inefficiencies and cost optimization opportunities
- Ensuring the integrity of inventory accuracy and manage stock movements with the help of direct reports
- Identify savings by removing waste or unnecessary steps in the logistics process
- Interpret trends and analyze and review data. Provide meaningful logistics data to others in the organisation to aid customer service and cost improvements
- Ensure IT systems in place are effective, maintained and accurate
- Ensure metrics, reports, and process documentation is available

People Management

- Manage, coach and develop a high performing team that meets agreed objectives and delivers best practice results, added value and continuous improvements
- Set departmental objectives and review and assess ongoing performance of direct reports
- Report on achievement of targets and identify any actions required
- Ensure that all functions under supervision operate in accordance with health, safety and environmental policies and procedures to ensure the safety and wellbeing of staff and visitors

Relationship Management

- Develop and maintain strong relationships with all connected with the logistics process
- Ensure all completed orders are dispatched on time
- Ensure products are shipped appropriately to ensure quality of goods during transportation
- Take control of packaging and provide appropriate, cost effective, high quality solutions
- Take responsibility for accuracy of labelling to ensure correct parts/finished assemblies reach correct customers at the correct time
- Ensure compliance with import/export (custom) regulations.

Logistics Administrator - 07/2012 to 05/2015

Eastman Logistics Limited, Kampala-Uganda

- Planning shipments based on product availability and customer requests
- Handling supply chains or distribution in a company and makes sure that goods are delivered on time.
- Tracking orders to ensure timely deliveries
- Reviewing purchase orders and shipping documents to ensure accuracy
- Preparing shipping documents (like invoices, purchase orders and bills of lading)
- Receiving products and coordinates delivery
- Managing and overseeing administrative processes as instructed by the supervisor
- Coordinating company supply chain procedures to maximize quality of delivery
- Performing various duties such as filing documents, tracking orders, liaising and working with clients and suppliers, and entering data into specialized software
- Scheduling shifts for company drivers and warehouse staff

Procurement and Administration Officer - 04/2009 to 06/2012

New Jack Limited, Kampala-Uganda

- Plan and coordinate project administrative procedures and systems and devise ways to streamline processes
- Manage and supervise day to day operations of the project.
- Recruit and train personnel and allocate responsibilities in conjunction with HR department.
- Assess staff performance and provide coaching and guidance to ensure maximum efficiency
- Overseeing and following up all grants/donations, ensuring that it is put to proper use and assist in fundraising of organization funds.
- Overseeing the Organizations' financial management and budgeting, statutory reporting, auditing, banking and other financial needs as necessary.

- Monitor budgets and expenditures and contribute to preparation of budget revision,
- Manage project schedules and deadlines
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
- Preparing, reviewing and management of monthly and annual budgets of the project.
- Monitor costs and expenses to assist in budget preparation
- Oversee facilities services and maintenance activities.
- Supervise other project activities (security, renovations, event planning etc.)
- Overseeing and reviewing procurement transactions for cost reasonableness.
- Ensure operations adhere to policies and regulations
- Carrying out other assignments as requested by my country director.

Education

Postgraduate Diploma in Logistics and Transport Management,
Uganda Management Institute, 2016.

Bachelor Of Business Administration,
Makerere University, 2008.

Uganda Advanced Certificate Of Education,
Sacred Heart Schools, 2003

Uganda Certificate Of Education,
Mityana Town School, 2001

Additional Skills

Computer Application Skills

MS Excel, MS Word, MS Power point, Publisher, Microsoft Outlook and Internet.

Certificate

Clearing and Forwarding

Driving Skills

With a Valid driving permit

References

• Miss Nantege Mildred,
Human Resource Manager,
Savannah Group,
mid.nantege@gmail.com
+256-701-596221

• Miss Kyakuwa Annette Mutoni, T
Human Resource & Finance Officer
Eastman Logistics Limited.
annette.oleng@gmail.com
+256-772-506927