

PARIS DAVID LYIMO,  
Phone No. 0688 426122 or 0766 925028,  
P. O.BOX 2070,  
DAR-ES-SALAAM.

Mapinga Food Premium Limited,

Dear Sir Pieter Hoondert,

REF: APPLICATION LETTER FOR LOGISTICS/WAREHOUSE/EXPORT/FLEET POST

I Paris David Lyimo a Tanzanian a procurement, inventory, warehouse, and Logistics by profession with 08 years 'work experience in three largest multinational companies in Africa, a sugar industry with a project of ethanol sprit (Kilombero Sugar Company Limited and Illovo Distillery Company a part of Illovo Sugar Africa (ABF Sugar company))as an Assistance logistics and receiving Manager(logistics, export, import, expediting and receiving), a largest multinational building solution industry a SAFAL Africa Group (ALAF limited) as a warehouse in charge (export and local) and a Maris multinational companies TATEPA Plc Company Limited (Tea industry) -Mbeya as Logistics Manager(all inbound and outbound). Apart from being a supply chain I am a professional manager with skills in Business administration as a graduate of master's degree in supply chain management, a Tanzania procurement professional (PSPTB/CPSP), bachelor's degree of Procurement and Supply Chain Management (BSCP) at St. Augustine University (SAUT) Main Campus.

With a total experience of more than Eight years backing my candidature, I believe I can succeed in the tasks allocated to me and handle my responsibilities for LOGISTICS/WAREHOUSE/EXPORT/FLEET post at Mapinga food premium Limited. My experience has made me proficient in determining needs, testing quality and quantity of receiving goods warehouse activities, logistics, inventory control and maintaining procurement accounts. My earlier job has been in manufacturing unit with a lot of transaction and multiple tasks. As assurance to the post, I have attached my qualification showing clearly; knowledge, skills and how expertise am I on Inventory, procurement and logistics management and the related subjects as shown in the C.V both academically and five years' experience of on working at Kilombero and Illovo Distillery.

I am looking forward to the management of the organization to get an opportunity. With all the experience and skills, I have acquired during my professional journey, my competency will be worth for your organization. I would appreciate your generosity if you will call for interview felt free to contact me at any time.

Thank you.

**P.d.lyimo**

0688 426122 or 0766 925028

Curriculum Vitae: **Paris David Lyimo**

## Curriculum Vitae

Name: **Paris David Lyimo**

Currently Location: **Dar es salaam, Tanzania**

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### EXECUTIVE SUMMARY

I Paris David Lyimo experienced in Supply Chain, logistics, warehouse, inventory, export, and procurement professional with a drive to achieve success and maximize returns for the business and all stakeholders alike. With a solid background of eight years in Supply Chain (Logistics, warehouse, inventory, export) and training and having developed the skills and techniques for detailed problem solving together with qualifications within business management and leadership I offer my skills as a valuable contribution to any organization. Throughout my career I have sought to work efficiently and develop my capabilities to apply myself and my skills productively to achieve positive results both personally and professionally.

### **About Me**

- Experience in **fleet, scheduling and driver management** by developing effective drive schedule, utilizing GPS and vehicle performance monitoring and record keeping.
- Experience in **supply chain and Procurement management** by material identification, ordering process, expediting raw materials and service, shipping, receiving and inspection, storage and binning locations, issuing to production.
- Experience in **logistics operation** through such as exporting, importation, documentation process, traffic laws and regulations or legal requirements of the Government and negotiate contracts, rates, and services for outsourcing, shift Management expert and fuel management system.
- Experience in **warehouse operation and store(inventory management)**by organize FG warehouse operations RM inventory, in transit warehouse, order picking operations, and shipping operations and customer's, customer complain and return items.
- Experience in **Exportation to our neighbour's** countries and foreign countries like Kenya, Uganda, Rwanda, Burundi, DRC, Malawi, Zambia and other countries like UK, India and South Africa.
- Experience in **finance management** by identify, create and evaluate the budget, expenditures, and operations Logistics and warehouse
- Experience in **customer service** by providing an adequately support on sales and marketing inorder to ensure a customer order a supplied in time and support a monthly sales target KPI.

## **ACADEMIC QUALIFICATIONS**

2020- 2021: Master of Business Administration in Procurement and Supply Management

Institute of Account Arusha

**A first Class**

2017- 2021: Procurement and Supplies Professionals and Technicians Broad (PSPTB)

Tanzania Procurement and Supplies Professionals and Technicians Broad

**A professional stage**

2015-2022: Tanzania Certificate of procurement professional board system (CPSTB)

Tanzania Procurement and Supplies Professionals and Technicians Broad

**A professional stage**

2012-2015: BA Supply Chain Management

St. Augustine University of Tanzania- Mwanza

**A second class**

## **WORK EXPERIENCE:**

2022- To Date

Employer: **Tanzania Tea Packer's -TATEPA (PLC) Company Limited in Tanzania**

Position: **Logistics Control Manager**

Reporting to: **Chief Executive officer (C.E.O)**

### **Organisational Background**

Tanzania Tea Packers Limited (TATEPA) is a Tanzania-based company engaged in growing, processing, blending, marketing and distribution of tea. The Company operates in two segments: growing and processing of tea and blending and packaging of tea. The Company's three subsidiaries include Wakulima Tea Company Limited, Kibena Tea Limited, and Chai Bora Limited. Wakulima Tea Company Limited and Kibena Tea Limited is engaged in growing and processing of tea. Chai Bora Limited is engaged in blending, packaging, and marketing of packed tea.

### **My role overview and accountabilities at Tatepa PLC**

Part of oversee procurement, inventory, warehouse inbound and outbound logistics activities, as Logistics control Manager, I am accountable for:

- Ensure collection of green leaf more than 15000 out grower farmer's and company estate (Rungwe and kimbira) are being collected as per green contract agreement.
- To managed a finish good (FG) warehouse day to day shipping and receiving typically overseeing more than 200 packages in 24-hours period by make sure a packing Madetea been received, storage and dispatch correctly both physically and though SAP software.
- To oversee customer-based queues, plan and allocate tasks to meet configuration requirement by identified and resolved shipping and packaging errors.
- To entail creating a plan or timetable for made teas, workforce and made teas deliveries in compliance with the company and client requirements together with make sure all warehouses are cleaning with 5's.

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- Managed high-performance teams of 150 to 170 workers to enhance quality and safety of internal freight systems.
- Monitored \$430,000 freight budget per year by overhauled annual operational budget and related fiscal forecasting and planning activities, resulting 40% decrease in expenses.
- To facilitate \$120,000 annual savings by identifying and transiting to new freight vendor and monitored \$700,000 freight budget per year.
- To participate in health and safety training and receive appropriate health and safety knowledge and required qualifications, observe and follow safety signs, posters, warning signals, and written directions and instructions. Adhere to Quality Management systems & Suggestion systems.
- To ensure supply and stock of tools, mill spare parts are received and issued through SAP and get set correctly and running materials inclusive of fuels.
- Ensure fleet availability from own and outsourced fleet. By ensure that communication and safety protocols are followed.
- To manage the maintenance and upkeep of the transport fleet of between 100 and 120 vehicles and Manage and regularly update all Fleet policies/guidelines and procedure documents to ensure full compliance by employees who are assigned company vehicles which includes timely reporting and handling of all non-compliance issues
- Manage the work force of drivers, purchasing clerks, workshop personnel and administrative staff and report maintenance and repair needs for transportation vehicles and equipment to workshop department.
- Maintain U-tracking system aiming to control the accurate, secure and effectiveness of company fleets and related duties.
- Tracking, reporting and cross check all company fuel consumption variables, machines, trucks, cars, and tractors and plan, coordinate and implement the daily, monthly and seasonal collection of leaf and to participate and managing a daily, monthly and annual stock taking for both finished good, raw material and transit.
- To ensure shipments' from Katumba to Dar es salaam and Mombasa madetea inventory transactions' accuracy with aim of achieve high levels of customer satisfaction through excellence in receiving, identifying, dispatching, and assuring quality of madetea and Greenleaf.
- Elaborate policies, procedures and recording forms usage to workers.
- To Participate in design committee meetings and regularly advise the design committees on challenges and opportunities for improvement of the system.
- Ensure that the collected green leaf from rainforest alliance certified farms is appropriately segregated to avoid its mixing with that from uncertified farms as per the procedure of traceability and segregation.
- To provide reports as required by chief operating officer and undertake relevant duties as given by Chief executive officer and Operations Director.

March 2020 to April 2022

Employer: **ALAF Limited a part of SAFAL Group Africa**

Positions held:

**a) Warehouse In Charge (Local dispatch) (2020- 2021)**

Reporting to Logistics and Planning Manager.

**b) Export officer (2021 to April 2022)**

Reporting to Logistics and Warehouse Manager.

Organisational Background

ALAF the company was established in October 1960 with an initial objective of developing the 'Aluminium and Steel Industrial Complex' in Tanzania. Since then, ALAF (formerly called Aluminium Africa Limited) has established itself as a leading producer of steel roofing and related products in the country. A Safal Group is Africa's largest producer of steel roofing and sheeting and was the first producer of Aluminium Zinc coated steel on the continent. With over 36 businesses, and insights gathered over 50 years, it has remained at the forefront in developing and providing products that lead the industry, the outputs of more than 30 roof manufacturing operations make it the largest producer of metal roof sheeting in Africa.

**My role overview and accountabilities**

An in charge for all issue related to warehouse (receiving, storage, issuing and stock count) with all exportation issue and documentation. Part of warehouse and export issue, as Dispatch in charge and export officer, I am accountable for:

- To arrange trucks, prepare loading schedule and communicate to customers for expected delivery.
- To prepare and processed export documentation according to customs regulations, laws and procedure and proofs are maintained for internal and external audits.
- To monitored shipments and obtained clearance from customs and other agencies
- To track shipments to branches, dealer, and export countries, identifies truck's location and communicate daily status reports.
- To scheduled and booked transportation for 200 per week and to ensure all branch and dealer orders are handled within the same day
- To perform audits in dispatch area to ensure EHS standards are followed and eliminate incidences of blocking fire extinguishers / marked passages.
- To prepare and communicate daily dispatch reports with comparison of actual volume vs. plan.
- Ensure a planning and sales to ensure loading is done on time and handles local transportation to service centers within the country.
- To transfer a material from production to MCL RF warehouse through SAP and physical sheet.

- To manage a warehouse employee by ensure all employee benefit, requirement, employee performance review.
- To prepare a picklist (loading slip) manifest, invoice with SAP system for both local and export cargo to our sister companies- Kenya, Uganda, Rwanda, Burundi, Malawi, DRC and Zambia.
- To manage customer air and road export freight requirements on site, ensure compliance with all export regulations and legislation with EAC countries.
- To Manage shipping costs, rates and routing options to obtain best solution for clients.
- To Handle all invoicing, generate billing, and compile export documents I.e EAC certificate C2. P45 and C.36.
- To minimize Customer complaints by making sure that what has been dispatch to the Customers is the right commodity and quantity.
- To arrange trucks, prepare loading schedule and communicate to customers for expected delivery.
- To receive dispatch orders from sales and commercial/production planning related to local sales and expected delivery schedules.
- To ensure accurate weighting and recording of truck weight at Alaf weighbridge.
- Ensure a daily weight and month report preparation and sent that report to logistics Manager, warehouse manager as well operational Manager.
- To plan truck loading by following FIFO while ensuring peak seasons are maximized accordingly.
- To Communicate dispatch documents to customers, transporters, and branches and manage clearing agents and local transporters.
- To manage bonded warehouse and its entire record keeping.
- To maintain PR with Port Authorities, ICDs Shipping Lines and TRA.
- To liaise with overseas suppliers to guide them on documentation requirements and issue PO's.

March 2016 to February 2020

Employer: Kilombero Sugar Company Limited a part of Illovo Sugar Africa

Position: **Assistance Logistics and Receiving Manager**

Reporting to: **Logistics and Receiving Manager**

#### Organisational Background

KILOMBERO SUGAR COMPANY LIMITED as a part of ILLOVO SUGAR AFRICA is a wholly owned subsidiary of Associated British Foods plc (ABF), a diversified international food, ingredients, and retail group operating in 52 countries. As Africa's biggest sugar producer, we have extensive agribusiness operations in six African countries, manufacturing sugar and downstream products from cane supplied by our own agricultural operations and independent local growers. with the balance owned by the Government of Tanzania. Kilombero is situated in the Morogoro region in the centre/south of the country, comprising two adjacent agricultural estates and sugar factories, Msolwa and Ruembe, situated on either side of the Great Ruaha River and linked by a low-level

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bridge. Kilombero annually produces around 130,000 tons of sugar from approximately 1.25 million tons of sugar cane, 55% of which is cultivated by our own cane growing operations and 45% by our growers who continue to benefit from extension support, and training and development provided by the business. Employs 4,700 permanent and non-permanent people two agricultural estates; two sugar factories treated as one enterprise, production of brown sugar and potable alcohol and Internal electricity generation from renewable resources.

#### **My role overview and accountabilities**

- To minimize the cost of Transportation (Carrying cost) and Holding cost through choose a best mode of transport as per shipment requirement.
- To assist in managing the drivers, machine operators and hired truck drivers on make sure a follow up a company EHS procedure's and are follow up a company Transport police and procedure.
- To follow up on make sure an imprested and claim are filling in time and are within in a budget.
- To make sure all transport vehicles are available when required both local and transit vehicles.
- To ensure all clearance of imported goods from overseas through airport (Dar es salaam airport) and like Kasumulu Namanga. Holili and Tunduma boarder and Sea port (Dar port) are done in time.
- To ensure all pre- alerts and initiate duty assessment are coming in time and review by make sure assessment has a correct HS code.
- To ensure all duty are submitted to creditor side in time and follow up to cashier a proof of payment.
- To follow up and advice all items receipt on Dar warehouse and Illovo Sugar (South Africa) to be loaded in time with economic mode of transport.
- Expending both importation and exportation of oversee orders in sea, air and road consignment and mill order.
- Expending a local order from manufacture premise to our Dar godown ready to be loading on KSC truck to kidatu mill- Morogoro.
- Assist all commodity buyer on best means of transport to be used on shipment of all oversee order and local orders.
- To generate all trans- shipments on daily bases and circulate to all Kilombero end user (engineers).
- Generate, prepare, and prepare a schedule of the vehicle from within and outside a Mill maintain stock level by ensure that goods are not delivery by excess or shortage.
- To ensure increasing in service level and customer satisfaction.
- Provide routine management information on inventory performance.
- Monitor and evaluate consumables usage & costs of Transport within a Company.
- Monitor & evaluate material utilization and scrap.
- Ensure materials are ready and available for production as and when required.
- Manage and maintain the company's material and stocked product inventory including stock profiles and stock locations.

- Manage control measures to ensure mistakes, inaccuracies and discrepancies are highlighted, addresses and resolved.
- Ensure that all importation and exportation of goods are follow produce.
- Forklift management skills and truck schedule and management of the truck.

January 2016 to March 2016

Employer: Kilombero Sugar Company Limited a part of Illovo Sugar Africa

Position: Receiving Supervisory

Reporting to: **Logistics and Receiving Manager**

#### **My role overview and accountabilities**

- A receipt and dispatch a part to a big workshop, company hospital, factory (K1, K2, and distillery) equipment and Agriculture spare (Preparation, harvesting and irrigation).
- To process an item (spare parts) to the system ready for payment and recording of all receipt to the Tranquility (TQ) System.
- Ensure that all received of goods from Foreign (ISJ) and local purchasing orders for suppliers are done within three days.
- Preparation and processing of invoices to insure payments to the suppliers and report in time all shortage supplier to Supplier.
- Inspection of all goods received in the organization according to specifications and all incorrect and poor quality of goods are returned to suppliers in time.
- To received service done within a company and ensure the delivery note and invoice are similar with what supplier supplied on a site.
- To ensure goods are quality and comply with ISO 14000, ISO 9000 together with ISO 22000.
- To ensure that returns are done timely and replacement on both local supplier and international supplier.
- Compared shipment contents with paperwork to support inventory accuracy and records management.
- To ensure a placed products and rotated stock per established standards and utilized correct and safe operating procedures when using equipment.
- To assist on investigated inventory discrepancies to maintain recordkeeping validity.
- To prepared accurate shipping orders and bills of lading to direct and route materials.
- To operated forklifts, power jacks and other motorized equipment to locate and transport material and performed inspections of shipment contents, verifying accuracy against invoices and manifests
- Identified and reported inventory discrepancies to supervisor with recommendations for correction.
- Processed material requests from internal customers accurately and efficiently, checked accuracy of cargo manifests against purchase orders, identifying errors before invoices entered tranquilities system.
- Maintained dock security and monitored entries into and exits from receiving and other secure areas.



### **ACHIEVEMENTS**

- a. Award of the best employee of 2019 at Kilombero Sugar Company Limited.
- b. Award of the best employee of 2019 at Tanzania Plantations & Agricultural Workers Union (TPAWU).
- c. Award of the best store of 2018 in Illovo Sugar Africa.
- d. Increase of the service level at Kilombero Sugar by 90% to serve a user department.
- e. Increase a customer service by decrease a leadtime for export coil to Uganda and Kenya from 15 days to 7 days' At ALAF Limited and ensure all material are dispatched as per monthly orders.
- f. Customer service at service center's (branches) through introduction of various report on daily basis for known a position for trucks and material loaded.

### **LANGUAGE SKILLS:**

- i. English: Excellent oral and written communication skills.
- ii. Kiswahili: Excellent oral and written communication skills

### **OTHER SKILLS**

- Computer skills: Word processing and spreadsheets (Microsoft word and excel.)
- Key computer software's like SPSS, SAP HANA, tranquility, Navision and Tally sheet. Logistics systems: Geotab,
- U-tracking system

**REFEREES:**

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