

ADRIAN BONIVENTURA

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PROFESSIONAL SUMMARY

Experienced Business Administration and Supply Chain professional with a demonstrated history of working in the renewable energy, specifically solar and business industries. Skilled in implementing Sales and Marketing, logistics and warehousing processes, managing new product introduction of high mix, low volume products, technical and distribution knowledge of solar modules, batteries and implementing Health, Safety, Environmental and Quality systems.

Customer-oriented service personnel with a strong history of leading high-performance teams to meet or exceed objectives. Dedicated and hardworking with internal drive to deliver excellence.

Motivated and skilled personnel with more than 7 years in the company in the social field operations management and procurement/logistics responsibilities at different institutes. Recognized for assessing operational needs and developing solutions to save costs, improve revenues, and drive customer satisfaction. Resourceful and well-organized with excellent leadership and Tactical team building record. Flexible personnel offering professionals and skills required in respective industries.

EDUCATION

Bachelor Degree in Procurement & Logistics Management 2011 - 2014
INSTITUTE OF ACCOUNTANCY ARUSHA (IAA)

Advanced Certificate of Secondary Education (ACSEE) 2009 - 2011
Economics, Mathematics & Geography
NDANDA HIGH SCHOOL

Ordinary Certificate of Secondary Education (CSEE) 2005 - 2008
KILUVYA SECONDARY SCHOOL

SHORT COURSES,

CERTIFICATES & AWARD

- Safety and Health Representative Course – (OSHA)
- Empowering Students to face ever-changing world economy and technology (career's Day)
- Self-Management and Computer Skills Training.

WORK HISTORY

1) Regional Sales & Marketing Manager at WASSHA INC Tanzania

May 2022 to Date

Duties and responsibilities

a. Sales & marketing roles

- Conducting Market and product research and making customer voice collection and then communicating feedback and findings to top management for action.
- Ensuring delivery of high standards of service to customers through leading and managing Marketing Officers.
- Planning, organizing, and monitoring execution accuracy of tasks in the regions.
- Creating, Maintaining, and reviewing a program of work.
- Planning and following up standard procedure by selecting, segmenting, and targeting markets for products and services promotions.
- Identify and analyze an organization's strengths and weaknesses and respond to opportunities and threats in the market environment and set goals for market share and growth.
- Recruiting, signing contracts of all agents and marketing representatives and any other contracts authorized by the company.
- Training and onboarding for marketing officers and marketing representatives within the regions.
- Reviewing, adjusting, and approving budgets for Marketing officers and Marketing representatives.
- Make sure sales and profit targets in the regions are met.
- Making marketing audits to monitor sales performance, while maintaining and updating customer databases.
- Overseeing and managing Supply chain and logistics operations in the region.

b. Supply Chain & Inventory Management

- Purchasing and making requisitions of items for specific regions to cover the demand.
- Analyzing, reviewing, and issuing procurement and transportation documents.
- Monitored multiple databases to keep track of all company inventory at the field.
- Ensuring Regions stores have the right quantity of stock.
- Collection and return of any idle asset/inventory to the respective warehouses.
- Company Asset management within the region.
- Tracking and monitoring logistics through regional stores to make sure they arrive at their destination as required.

WORK HISTORY

2) Regional Field Operations Supervisor

June 2018 – May 2022

at Off Grid Electric Company (T) Ltd. – Mbeya & Songwe, Tanzania

Duties and responsibilities

- Improved company customer service and distributions rating by 100%.
- Performing weekly inventory reconciliation and daily supply, investigating, and enforcing the reverse to the warehouse on time.
- Monitored multiple databases to keep track of all company inventory at the field.
- Implemented a new team onboarding programmed, reducing training time from 2 weeks to 1.
- Developed a new process for freelancers' evaluation which resulted in marked performance improvements in Marketing, transportation and service provision.
- Supported-supervised Store/procurement Officers and sales leaders in improving operations and resolving issues to deliver top-notch customer service.
- Delivered an exceptional level of service to each customer by listening to concerns and answering questions.
- Managed team of 30 employees, overseeing the hiring, training, distributions and sustain growth performance.
- Created itineraries, booked travel, and managed expenses for Agents corporate training.
- Oversaw daily operations over 10000 customer accounts with a combined annual budget in providing service.
- Worked directly with the Logistics and Procurement department as well as sales and customers to achieve company targets.
- Adeptly handled over 30 of inbound/outbound calls per day, generating better customer's satisfaction rate annually.
- Performed initial client assessment and analysis to begin research process for cohort problem.

3) Warehouse and Logistics Officer

June 2017 – May 2018

at Off Grid Electric Company (T) Ltd. – Babati - Manyara & Kondoa - Dodoma, Tanzania

Duties and responsibilities

- Got inventory controls tightened to ensure product loss control and 100% accountability.
- Analyzed departmental documents for appropriate distribution and filing.
- Monitored multiple databases to keep track of all company inventory.

WORK HISTORY

- Updated all required materials/inventories needed for customer demands in number and types.
- Delivered an exceptional level of systems to each customer and operational areas by forecasting demand on the last mile.
- Worked directly with the Service and sales department to achieve each quarter company targets.
- Managed team of 2 employees, 10 Transporters (freelancers) and 10 Service Points located in different wards operated, overseeing the hiring, training, and professional growth of my team.
- Receiving Inventories, Inspecting, counting, and documenting.
- Issuing/approving all commissions and allowances for Transporters.
- Performing monthly inventory reconciliation, investigating, and resolving any discrepancy on time.

4) Installation/Service Officer

July 2015 – May 2017

at Off Grid Electric Company (T) Ltd. – Singida, Kondoa - Dodoma, Tanzania

Duties and responsibilities

- Developed a new process for freelancers' evaluation which resulted in marked performance improvements.
- Supported Store Officers and sales leaders in improving operations and resolving issues to deliver top-notch customer service.
- Delivered an exceptional level of service to each customer by listening to concerns and answering questions.
- Managed team of 14 employees/Agents, overseeing the hiring, training, and sustain growth performance.
- Worked directly with the logistics department as well as sales and customers to achieve company targets.
- Performed initial client assessment and analysis to begin research process for cohort problem.
- Performing weekly inventory reconciliation, investigating and enforcing the reverse to the warehouse on time.

5) Internship – Procurement/Distribution

Aug 2014 – June 2015

at Tanzania Institute of Education – Dar es salaam, Tanzania

Duties and responsibilities

- Analyzed departmental documents for appropriate distribution and filing.
- Monitored multiple databases to keep track of all institute inventory.
- Updated all required materials/inventories needed for customer demands in number and types.

WORK HISTORY

- Delivered an exceptional level of products to each customer and operational areas by forecasting demand on the last mile.
- Worked directly with the management and sales/distribution department to achieve quarter institute targets.
- Managed team of 3 colleagues to operate store activities.
- Receiving Inventories, Inspecting and counting.
- Issuing/preparing annual store departmental reports and attending tender review meetings.
- Performing monthly inventory reconciliation, investigating, and resolving any discrepancy on time.

6) Store Colleague

July 2013 – Nov 2013

at Tanzania Institute of Education – Dar es salaam, Tanzania

Duties and responsibilities

- Trained and developed other team members throughout my presence at the institute on the store part.
- Provided outstanding coaching to team of 3 Field students, boosting efficiency in their carrier and institute wide.
- Conducted stock taking and preparation of Procurement Periodical Reports, managing inflows and outflows of items.
- Preparation of Local Purchasing orders (LPO) and maintaining the records of the received goods in the Goods Received Note (GRN).
- Managed transport operations, Sales and distributions of the Institute customers.
- Communicated customers and reported requests to respective departments.

SKILLS AND

COMPETENCIES

- | | |
|------------------------------------------|----------------------------------|
| ✓ Self-motivated | ✓ Team leadership |
| ✓ Team liaison | ✓ Stocking |
| ✓ Extremely organized | ✓ Staff training and development |
| ✓ Risk management processes and analysis | ✓ Customer-orientated |
| ✓ Strong verbal communication | ✓ Skilled multi-tasker |
| ✓ Budgeting and finance | ✓ Materials accountability |

REFEREES

1) SALEHE ALLY SALEHE

Treasury Manager

PUMA Energy Tanzania

P.O. Box 9043,

Dar es Salaam.

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2) WILLIAM MLEKWA

Northern Zone Operations Manager

Africa Healthcare Network

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3) ADAM ELINEWINGA

Supply Manager

PUMA Energy Tanzania

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