

VICTOR BERNARD LYIMO

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DaresSalaam

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Victorlyimo

EXPERIENCE

Internship

Usangu Logistic LTD

01/2024- 07/2024 DaresSalaam

- Coordinating Transportation of goods as per Customer requirements
- Sourcing and Selection of Suppliers
- Inventory Management
 - Preparing Procurement plans
 - Preparing Procurement Quotations
 - Preparing local purchase orders

Internship

Truth Group limited

06/2023- 12/2023 Dar es Salaam

- Supplier Management Purchase
- Order Processing Inventory
- Management Compliance and Risk
- Management Reporting and Documentation Cross-Functional Collaboration Vendor Evaluation and Selection Budget Management

Internship

Tanzania Coffee Board

0/2019 - 08/2022 Moshi

- Prepare Draft for Procurement plans
- Prepare invitations for bids
- Prepare bid document
- Maintaining the stores records
- Preparing local purchase orders
- Conduct stocktaking
 - Stores Arrangement and items coding
 - Participating in Supplier Evaluation

Field Practical

Kilimanjaro Christian Medical Centre

03/2019 - 04/2019 Kilimanjaro

- To receive and issue materials to user departments
- Preparing Tender documents as per (PPRA) Templates
- Prepare Goods Received Note
- Conducting stocktaking

Field Practical

Moshi Urban Water Supply and Sanitary Authority

03/2018 - 04/2018 Moshi

- Receive and issue materials
- Preparing Quotations
- Conducting stocktaking
- Making follow up on receiving, storing and Distribution of stocks

EDUCATION

Bachelor of Art in Procurement and Supply Management

Moshi Co-operative University

1/2019 - 08/2022 Kilimanjaro.

SUMMARY

Dedicated and detail-oriented Procurement professional with a Bachelor's degree in Procurement and Supply Management. I possess strong negotiation and analytical skills, enabling me to secure favorable contracts and optimize procurement processes. My experience in vendor relationship management and strategic sourcing ensures effective collaboration with suppliers, driving cost savings and efficiency. I am passionate about innovative implementing solutions that enhance supply chain sustainability and contribute to organizational goals. With a proactive approach and a commitment to excellence, I am confident in my ability to add significant value as a Procurement Officer.

LANGUAGES

English



Proficient

Swahili



Proficient

SKILLS

Budget Management

Negotiation Skills

Analytical Skills

Strategic Sourcing

Cost Management

Vendor Relationship Management

Supply Chain Management

Market Research

Inventory Management

Warehouse Management

COURSES

Supply Chain Management Contract Management Negotiation Techniques Strategic Sourcing Inventory Management Risk Management in Supply Chain Data Analysis for Procurement

EDUCATION

Ordinary Diploma in Procurement and Supply Management

Mwenge Catholic University

08/2017 - 08/2019 Kilimanjaro.

Certificate in Procurement and Supply Management

Mwenge Catholic University

06/2016 - 07/2017 Kilimanjaro

Basic Certificate in Early Childhood Development Education

Northernhighlands Teacher's college

01/2015 - 05/2016 Kilimanjaro.

Certificate of Ordinary Secondary Education

Rukima Secondary School

01/2011 - 01/2014 Kilimanjaro

Certificate of Basic Primary Education

Kyou Primary School

01/2004 - 01/2010 Kilimanjaro

KEY ACHIEVEMENTS

Procurement Management

As a holder of a Bachelor's degree in Procurement and Supply Management, I have developed a strong foundation in strategic sourcing, contract negotiation, and supply chain optimization. My academic experience has equipped me with the analytical skills necessary to assess market trends and implement effective procurement strategies. I am committed to driving efficiency and sustainability in supply chains, contributing to organizational success through innovative solutions.

REFERENCE

Michael Chuwa

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