

CURRICULUM VITAE CV

Personal contact

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1.Profile

I am a Procurement and Supply Chain expert with 10+ years of experience, certified by the Procurement and Supplies Professionals and Technicians Board of Tanzania, with adequate knowledge, skills, experiences and exposure in Procurement, Supply Chain and related activities accommodated in several years of working in Business and related industries: Project Portfolio Implemented/ Implementing from 2020 to date.

1. ACE II Project - African Centre of Excellence for Research, Agricultural Advancement, Teaching Excellence and Sustainability in Food and Nutrition Security Project worth \$6 million financed by The World Bank
2. Data Driven Innovation Incubation Centre worth \$250,000 financed by The World Bank through IUCEA
3. Funguo Innovation Programme worth \$100,000 financed by the UNDP
4. ESIDA - Epidemiological Surveillance for Infectious Diseases in Sub-Saharan Africa worth \$100,000 financed by the German Federal Ministry of Education and Research (BMBF) through the CONNECT Research Framework
5. Higher Education for Economic Transformation Project (HEET) worth \$10m financed by The World Bank

I am striving to learn and impacts a world class know how, experiences and exposure in procurement, Supply Chains, Distribution and Sales and Marketing as it is the core to successful to world class Value adding and the key cost drivers in Organization environments.

2.Skills Matrix

Procurement Management | Demand & Supply Planning | Production Operation Management | Contract Management | Inventory Management | Freight and Shipping Optimization | Supply Chain Management | Vendor Performance Appraisal | Tendering Management | Stakeholder engagement and management | Bargaining and Negotiation | AI and Data Analysis | Procurement strategist | Procure-to-Pay (P2P) Systems | Risk

Management | Supplier relationship Management | Spend Analyst | Compliance and Value for Money Auditing

3. Personal Attributes

- ✓ Good listener with adequate communication skills, collaborative team player, flexible
- ✓ Team player with leadership skills, problem solving skills, Attention to details
- ✓ Proficiency in analysing data and drawing insights for effective forecasting, inventory management, and risk mitigation.
- ✓ Willingness to work with diverse teams across the organization, fostering cooperation and mutual respect.
- ✓ Ability to make the most of available resources and creatively solve problems while maintaining operational efficiency

4. Career Detail

4.1 PROJECT PROCUREMENT AND SUPPLY CHAIN COORDINATOR from October 2020 to Date at **Africa Centre of Excellence – Centre for Research, Agricultural Advancement, Teaching Excellence and Sustainability in Food and Nutritional Security, Data Driven Innovation Incubation Centre Projects financed by The World Bank hosted at NM-AIST.** Major duties include:

- Analyse the existing infrastructure and ensure that it is optimally aligned with the operational needs of the Projects.
- Support all activities pertaining to the supply chain function including planning, sourcing, transport, shipping, customs clearance, warehousing, asset and fleet management of the Projects.
- Support the procurement process to ensure timely, cost-effective and adequate delivery of Goods, Works and services to support operational needs of the Projects.
- Contribute to the development of relevant contacts and build constructive relations with government authorities, and others, to foster mutual cooperation for the timely delivery of requirements and avoiding bottlenecks.
- Adapt standard supply chain structures to the local environment that are consistent with the operational needs of the Projects.
- Participate in Identifying, assessing and selecting vendors based on their capability for delivering commodities and services. Maintain vendor and item master databases.
- Implement effective asset and fleet management that regularly monitors the asset/fleet pool, increases efficiency safeguards the investment of the organization.
- Compile and analyses statistical information, identify trends and developments in supply chain related matters that will assist in decision making
- Leads the contract negotiation process in line with the Donor Guideline, Public Procurement Act, Regulations, Policies, Procedures and guidelines

Major Accomplishment: Triggered US\$ 300,000 as per The World Bank target after achieving Un-Qualified Procurement Audit Report 2017 -2022, verified and issued by Public Procurement Regulatory Authority (PPRA) & ÇAG

and Satisfactory Procurement Progress Report verified by The World Bank – Local Office Tanzania.

4.2 CONSULTANCY IN SUPPLY CHAIN OPERATIONS from September 2020 to November 2022, **at Wefarm International**, Main Assignments include:

- Evaluates the procedures used in the supply chain, points out inefficiencies, and makes
- suggestions for changes. carries out tactics to improve inventory control, procurement, and logistics.
- Emphasizes the supply chain's storage and transportation components. aims to increase delivery times, lower transportation costs, and improve the logistics network.
- Emphasizes the supply chain's technology components. helps companies choose and use supply chain management software, including WMS, ERP, and TMS systems.
- Gives suggestions for improving the environmental friendliness and sustainability of supply chain operations including demand and supply planning, procurement, distribution and sales and marketing
- Focuses on making daily supply chain operations better. uses lean management practices to increase production, streamline procedures, and cut waste.

Major Accomplishments:

- 1) Managed to developed a buying model called "Group Buying Model (GBM)" within a supply chain process that helps a thousand of small holders' farmers in Southern highlands regions.
- 2) Managed to establish a localized buying software that connects famers with retailers and retailers with Agri-inputs producers.
- 3) Designed a less cost Supply Chain system and Distribution Network Strategy which will connects important key drivers (Agrochemicals Manufacturers/Producers, Transportation agents, Wholesalers, Retailers and Small Holder Farmers) in the supply chain business of selling and buying Agro-chemicals in Southern Highlands regions (Mbeya, Iringa, Songwe).

4.3 PROCUREMENT, OPERATIONS AND ADMINISTRATION OFFICER, From July 2019 July 2020, **at Rhab Mining Supplies Company Limited**; Main activities included the following;

- Organize preparation of Overall Company Budget, Procurement Plan, and administers purchasing, and stock control including movement of stocks between constructions sites.

- Managing site vehicles (safety and compliance, insurances, services/maintenance and fuel consumption), Drivers (route planning, driver allocation), order distribution and transportation of materials to our sites/as per customer orders.
- To conduct global and local sourcing to get strategic market and supply for our materials for ammonium Nitrates, Other Explosive accessories including dynamites and Safety Gears in Egypt and India Markets.
- Follow up with business permits at the Tanzania Ministry of Mineral for our clients ensure smooth the business operations and resolves all customer's problems.
- Follow up on Import clearance procedures, transportations of explosives and other materials to our magazine's point/customer locations.

Major Accomplishments:

1. Managed to negotiate payment for the global suppliers for our products to 35% advanced and 65% after good acceptance compared to before where 75% advanced and 25% after good acceptance.
2. Managed to ensure continuous flow of materials at our sites through ensuring stock taking and re order levels are conducted and controlled and raised sales turnover to 60% from 45% in year 2018 and 2019.

4.4 OPERATIONS – WAREHOUSING, BILLING, CASHIER AND ADMINISTRATION OFFICER From July 2018 to July 2019, **at Jubaili Agrotech Company Limited**; Main activities included the following;

- In warehousing, my responsibilities included maintaining precise inventory levels through routine audits, overseeing the processes of receiving, storing, and dispatching stock to optimize space and efficiency, and managing day-to-day warehouse operations like order fulfillment, shipping, and receiving. I also ensured warehouse safety standards, managed logistics schedules, tracked shipments, and collaborated with suppliers for timely delivery. Additionally, I organized employee shifts, assigned duties, provided training, and ensured compliance with operating procedures. I planned routine maintenance and addressed equipment breakdowns promptly to maintain functionality.
- In billing operations, I supervised the creation and delivery of invoices, ensured accurate invoicing, and addressed discrepancies. I managed collections, tracked overdue accounts, and maintained billing records while providing customer support for billing inquiries and payment terms. I also oversaw billing software systems, ensuring integration with financial systems, producing reports, analyzing billing data for improvements, and providing management with regular updates.

- In cash management, I was responsible for overseeing cash handling processes, including receiving, counting, and reconciling cash, ensuring security of transactions and deposits. I managed POS systems, trained employees, and resolved system issues. I ensured accurate processing of client transactions and managed exchanges, refunds, and voids according to company guidelines. Additionally, I generated daily cash reports, performed reconciliations, and addressed discrepancies all while delivering excellent customer service to resolve payment-related concerns
- In administrative operations, my responsibilities included managing office supplies and inventory, organizing meetings, receiving correspondence, and maintaining records for multiple departments. I ensured accurate document filing and retrieval, prepared and managed reports, presentations, and other paperwork, and made sure all corporate policies and procedures were followed while updating them as needed. I oversaw daily office activities to maintain a productive workplace and managed office amenities, including upkeep and security. Additionally, I planned staff training and development initiatives and supported HR tasks such as hiring, onboarding, and managing employee records.

Major Accomplishments:

1. Ensured stock accuracy and un-damage stocks for about 98%, warehouse safety and security for about 100%.
2. Registered/onboarded large number of customers into the system who turned into potential buying customers for our products. (Cash and Credit Customers).
3. Mbeya branch (Which I supervised Mbeya branch (Which I supervised) achieved the given sales target by 90% each month since its establishment.

4.5 COLLEGE PURCHASING OFFICER, from Jan 2015 to Jan 2018, at **Rungwe International College of Business and Entrepreneurship Development.** The main activities included the following.

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- I was responsible for preparing and updating Annual Procurement Plans and General Procurement Notices, coordinating with and advising user departments to ensure the efficient implementation of procurement and supply activities. I participated in the development and review of procurement policies and procedures, ensuring that all procurements proposed by user departments met quality specifications, standards, and compliance with the Public Procurement Act and regulations.
- Additionally, I led the preparation of solicitation documents, oversaw the evaluation and negotiation of tenders and proposals, and prepared reports for management and

regulatory authorities. I supported and led Secretariat functions during Tender Board meetings, ensuring that decisions were communicated to the accounting officer in a timely manner. I was also responsible for updating and maintaining the procurement contract register, ensuring proper documentation and compliance.

Major Accomplishment: Achieved cost savings and efficient budget management by negotiating favourable terms with suppliers, managed to convince the management to use electronic procurement systems

5. Professional Development

S/N	Title/Subject of Training	Provided by	Location
1	e-Procurement module on Tanzania E-procurement system	Public Procurement Regulatory Authority, year 2020	Morogoro -Tanzania
2	Challenge and Interventions in Procurement in Contract management for works	Procurement and supplies Professional and Technician Board, year 2021	Morogoro -Tanzania
5	Introduction and Implementation of National e -Procurement System of Tanzania to Public Organizations	Public Procurement Regulatory Authority, year 2023	Mbeya -Tanzania
6	e-Procurement system in Tanzania Challenges and Mitigation Strategies	Procurement and supplies Professional and Technician Board, year 2024	Arusha - Tanzania
7	Introduction to Supply Chain	InSupply Health, year 2024	Virtual - Tanzania
8	PPP (Public Private Partnership)	UN-Economic and Socio Commission for Asia and Pacific, year 2024	Virtual - Tanzania
9	Public Procurement Act of 2023 and its regulation of 2024	Procurement and supplies Professional and Technician Board, year 2024	Arusha - Tanzania

6. Education Qualification

S/N	ACADEMIC INSTITUTION	AWARD
1.	Institute of Accountancy Arusha (IAA)	Masters of Business Administration in Procurement and Supply Management – MBA – PSM
2.	College of Business Education	Bachelor Degree in Procurement and Supply Management – BPSM
3.	Tukuyu Secondary School	Advanced Certificate of Secondary Education Examination
4.	Kiwira Coal Mines Secondary School	Ordinary Certificate of Secondary Education Examination

7. Language Excellency

Fluent in Kiswahili and English (Reading, writing and speaking)

8. Technology Literacy

S/N	PROGRAM	VERY GOOD	GOOD	FAIR
1.	MS Word	V		
2.	MS Excel and MS Access	V		
3.	MS Power Point	V		
4.	Internet and E-mail	V		
5.	Quick books (ERP)	V		
6.	SAP Business One (ERP)	V		
7.	Vote Book (ERP)	V		
8.	Epicor (ERP)	V		
9.	MUSE (ERP)	V		
10	e- Procurement	V		

9. Short- and Long-Term Consultancy (ies) Undertaking.

S/N	Assignment
1	Team member in preparation of the procurement manual for the Nelson Mandela African Institution of Science and Technology (2020).
2	Train e-Procurement and Procurement best practice to Africa Centre of Excellence in Phytochemicals, Textile & Renewable Energy Hosted at MOI university – Kenya
3	Train Inventory Control and Procurement to Electricity - Energy and Petroleum Regulatory Authority - Kenya
4	Project administrator for Epidemiological Surveillance for Infectious Diseases in sub-Saharan Africa, financed by The Germany Government.
5	Logistician for UFUNGUO Innovation Programme financed by UNDP.

10. Government Project Implementation Approaches and Donor Experience

Experience in Implementation of Public Procurement Approach	
S/N	Approach
1	Procurement under Force Account Implementation Approach
2	Procurement under Public Private Partnership
Donor's Experience (Direct and Indirect)	
The World Bank, OR Tambo Foundation – South Africa, UNDP, AfDB	

11. Referees:

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