

YUNUS KATULIMO ZUBERI

Dar-es-Salaam, Tanzania

+255 658 054 674 | yunus97zuberi@gmail.com

Professional Profile:

Detail-oriented Issuing Officer with over 3 years of experience in managing and overseeing the issuance of documents and compliance within national and international trade environments. Expertise in enhancing operational efficiency, ensuring regulatory compliance, and fostering strong relationship with stakeholders. Seeking to leverage expertise in document management and compliance to contribute to a dynamic team.

Core Competencies and Skills:

- Microsoft Office Applications (Ms Word, Excel)
- Strong Communications and interpersonal skills
- Fluency in Swahili and English Languages
- Excellent Analytical and problem-solving abilities
- Ability to work effectively in a team environment
- Team Leadership and Management
- Procurement Management
- Document Issuance and Management
- Supplier Relationship Management
- Inventory Management
- Quality Control and Assurance
- Compliance and Risk Management

Professional Experience:

Sunda International Tanzania Branch | Dar-es-Salaam

Procurement Officer

Feb 2024-Present

Responsibilities and Duties:

- Supplier contract management, Overseeing and managing supplier agreement.
- Supplier Engagement, Building and maintaining strong supplier relationship.
- Supervising deliveries, Monitoring supplier performance and timely deliveries in the sites
- Collaboration with supply chain manager and other departments.
- Prepared purchases orders, monitored inventory levels, and ensured timely delivery of materials
- Ensuring zero complain from user department and suppliers.

Keds Tanzania Company Ltd | Dar-es-Salaam

Issuing Officer {FMCG}

Oct 2023-Feb 2024

Responsibilities and Duties:

- Maintaining accurate inventory records using Warehouse Management Software to minimize stockouts and optimize storage space.
- Processing and issuing materials for distribution, ensuring timely availability and adherence to distribution schedules.
- Conducting regular cycle counts to verify inventory accuracy and identify discrepancies.

MOIL Energies Tanzania company Ltd | Tunduma Branch

Assistant Procurement Officer

Nov 2022-Aug 2023

Responsibilities and Duties:

- Assisted in sourcing suppliers and negotiating contracts for goods and services.
- Prepared purchases orders, monitored inventory levels, and ensured timely delivery of materials.
- Collaborated with internal departments to meet procurement needs and maintain supply chain efficiency.

Responsibilities and Duties:

- Managed inventory control, stock replenishment, and distribution of materials to various departments.
- Assisted in the implementation of quality control measures to improve efficiency in store operations.
- Coordinated transportation logistics for equipment, supplies, and personnel.

Educational Background:

Bachelor's degree in Procurement and Logistics Management The National Institute of Transport (NIT)	2019-2022
Advanced Certificate of Secondary Education (A.C.S.E) Lwanga High School	2017-2019
Certificate of Secondary Education (C.S.E) Miembesaba Secondary School	2013-2016

Certification:

Certified Procurement and Supplies Professionals and Technician Board-PSPTB Reg.No.2024-063277

References:

Cornelio Swai	Lecturer	National Institute of Transport	Dar-es-Salaam-Tanzania Email: swaicornelius@gmail.com Mobile: +255 715 653 548
Francis Shesha	Marketing Executive	Diesel and Auto Electric Service	Dar-es-Salaam-Tanzania Email: francisshesha@gmail.com Mobile: +255 714 558 448
Yasini Kisondo	Immigration Officer	Tanzania Immigration Service Department	Morogoro-Tanzania Email: moeyasa972@gmail.com Mobile: +255 713 782 691

Declaration:

I, **Yunus Katulimo Zuberi** declare that the particulars given here are true, complete and correct to the best of my knowledge.