



Name: Kennedy Frank

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Nationality: Tanzanian

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CAREER OBJECTIVES

I am willing to give full support and expertise to the position, I will be attached to, with respect to the experience and capability that I have, to achieve institution motor and create mutual benefits. Basically, I am keen to develop my carrier in the field of Development related to Education or any other related field in the institution that I will be located to take off.

EDUCATION BACKGROUND

NO.	YEAR	SCHOOL / COLLEGE / UNIVERSITY	AWARD	STATUS
1	2022 - 2024	Mzumbe University	Master of Business Administration in Corporate Management (MBA – CM)	Complete
2	2021- 2022	National Institute of Transport (NIT)	Certificate in Logistics and Transport Management	Complete
3	2017 - 2020	Tanzania Institute of Accountancy (TIA)	Bachelor's degree in business Administration (BBA)	Complete
4	2012 - 2014	College of Business Education (CBE)	Diploma in Procurement & Supply Management (DPSM)	Complete
5	2010 - 2012	Makumira High School	Advance Certificate of Secondary Education (ACSE)	Complete
6	2006 - 2009	City Hill College (UGANDA)	Ordinary Certificate of secondary Education (OCSE)	Complete
7	1999 - 2005	Mbezi Primary School	Primary Secondary Education	Complete

CERTIFICATION & TRAINING

- Fraud and corruption Awareness Certificate
- Supply Chain Master Data Certificate
- ERP (Dynamic) Certificate
- PSPTB – Membership certificate (Registered)

PROFESSIONAL / WORK EXPERIENCE

SUPPLY CHAIN OFFICER – PROCUREMENT & LOGISTICS

DANISH REFUGEE COUNCIL (DRC) – KIBONDO, KIGOMA

2023 (MAR) – TO DATE 2024

RESPONSIBILITIES:

- ❖ Developing and implement procurement strategies to achieve organizational objectives, ensuring best value for money and compliance with organizational policies and regulatory requirements.
- ❖ Managing international trade transactions, including bidding, contract negotiation and contract management.
- ❖ Identifying, evaluate and manage suppliers to ensure quality, reliability and compliance with organizational requirements.
- ❖ Overseeing logistics operations, including transportation, warehousing and inventory management.
- ❖ Negotiating, manage and administer contracts with suppliers ensuring compliance with organizational policies and regulatory requirements.
- ❖ Identifying, assess and mitigate procurement and logistics risks minimizing organizational exposure.
- ❖ Developing and manage procurement and logistics budget ensuring cost effectiveness and value for money.
- ❖ Collaborate with internal stakeholders including cross functional teams to ensure alignment with organizational objectives.
- ❖ Ensuring compliance with organizational policies, regulatory requirement and internal trade agreements.

ASST MANAGER – PROJECT, PREMISES & ADMINISTRATION

I&M BANK (T) LTD – DAR ES SALAAM, TANZANIA

2020 (NOV) – 2023 (FEB)

ROLES:

- ❖ Responsible to ensure logistics and procurement systems and procedure are used in the delivery of the logistics services.
- ❖ Responsible for leading procurement processes, provide technical support during the development of tenders' documents.
- ❖ Responsible for evaluation criteria, tender opening and evaluation, preparation of the quality tender evaluation reports for approval by the tender panel.
- ❖ Checking compliance of partners organization policies and procedures as far as supply chain functions are concerned and these will include fleet management policies, procurement policies, assets management policies and just to mention but few.
- ❖ Responsible for coordinating and follow ups the implementation of procurement related project audit actions.
- ❖ Supporting project manager by ensuring that all project logistics and procurement related activities like fleet assets, transport, supply chain, base setup are well coordinated and managed during the project implementation.
- ❖ Participating in review and development of logistics and project procurement and of partners as may be required.
- ❖ Responsible for supporting project implementation through efficient and effective procurement of goods and services and this includes monitoring procurement spending, lead times and procurement status.
- ❖ Responsible for drafting of procurement tenders for advertisement following the procurement guidelines.
- ❖ Ensuring oversees open and closed tender procedures and perform bid analysis together with the tender panel.
- ❖ Responsible for ensuring conducting market survey is regularly conducted to identify potential suppliers to ensure the value for money through right sourcing of goods and services in line with the business demands.
- ❖ Managing the supplier contracts for the supply of goods and services to ensure continued parties good relationships and ensure suppliers performance is regularly conducted.

PROCUREMENT & LOGISTICS SPECIALIST

LETSHEGO BANK (T) LTD – DAR ES SALAAM, TANZANIA

2015 (JAN) – 2020 (SEPT)

ROLES:

- ❖ Responsible to ensure proper management of project supply chain as per policies and procedure
- ❖ Responsible for Developing project procurement plan and proper implementation
- ❖ Supporting the coordination of project logistics and supply chain planning
- ❖ Proper Management of contracts and lease
- ❖ Managing and coordinate vehicle logistics
- ❖ Responsible for property and fixed assets register management and maintenance
- ❖ Managing security and emergency procurement where needed
- ❖ Responsible for warehouse and stores management
- ❖ Identify, evaluate, and select suppliers that meet the organization's quality, price, and delivery requirements.
- ❖ Conduct market research to find the best suppliers and products available.
- ❖ Negotiate contracts, terms, and pricing with suppliers to secure favorable agreements.
- ❖ Draft, review, and manage contracts to ensure compliance with organizational policies and legal standards.
- ❖ Generate and process purchase orders based on the organization's needs and approved budgets.
- ❖ Monitor purchase order status to ensure timely delivery of goods and services.
- ❖ Maintain strong relationships with suppliers to ensure consistent quality and reliability.
- ❖ Address and resolve any supplier-related issues, such as delays, shortages, or quality concerns.
- ❖ Analyze procurement costs and implement strategies to reduce expenses without compromising quality.
- ❖ Continuously seek out opportunities for cost savings, including bulk purchasing and supplier consolidation.
- ❖ Collaborate with inventory management teams to maintain optimal stock levels.
- ❖ Ensure that procurement aligns with inventory needs to prevent overstocking or stockouts.
- ❖ Plan and coordinate the transportation of goods from suppliers to the organization or end customers.
- ❖ Develop efficient logistics plans to optimize routes, reduce transportation costs, and ensure timely delivery.

LANGUAGES

KISWAHILI – Native speaker

ENGLISH – Fluent

REFERENCES

1. John Mwalongo, Property Manager, I&M Bank.
Mobile: +255 716 026 414
Email: john.mwalongo@imbank.co.tz
2. Robert Munisi, Economic recovery coordinator, Danish Refugee Council
Mobile : +255 629 507 503
Email: robert.munisi@drc.ngo
3. Laurence Mkunda, Finance Officer, Camara Bank
Mobile : +255 689 337 175

DECLARATION:

I hereby certify that this Curriculum Vitae (CV) describe my current qualifications, Experiences and skills correctly to the best of my knowledge

Sincerely

