

# ABDALLAH HAMIS SIMBA

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## Personal Profile

A highly skilled and detail-oriented Procurement and Logistics Officer with 3 years of experience in managing the end-to-end procurement and logistics process. Adept at sourcing goods and services, managing supplier relationships, optimizing inventory, and ensuring the timely and cost-effective delivery of materials and products. Proven track record of driving operational efficiency, cost reduction, and improving supply chain processes in diverse industries. Strong communicator with exceptional negotiation skills and a deep understanding of compliance regulations and industry standards.

## Career Objective

As a dedicated and results-driven Procurement and Logistics Officer, my goal is to leverage my expertise in supply chain management, procurement processes, and logistics coordination to contribute to the efficient and cost-effective operations of an organization. I aim to optimize procurement strategies, strengthen supplier relationships, and streamline logistics operations to ensure timely delivery of high-quality goods and services. My focus is on achieving operational excellence, reducing costs, and enhancing supply chain performance while maintaining the highest standards of compliance and service. Through continuous improvement and strategic decision-making, I aspire to drive the success and growth of the organization I work with.

## Personal Details

- Date of birth : 04/11/1996
- Marital status : Single
- Nationality : Tanzanian
- Gender : Male

## Education

Course/Degree	School/university	Grade/score	YEAR
Bachelor degree in procurement and logistics management	Tanzania institute of accountancy	4.3	2018-2021
Diploma in procurement and logistics management	Tanzania institute of accountancy	4.1	2015-2018
Ordinary Education Level	Itende Secondary School	Division one	2011-2014
Primary Education Level	St Mary's Primary school	Pass	2004- 2010

## Computer skills

- Microsoft Office i.e. Microsoft Word, PowerPoint and Excel
- Computerized Management systems e.g. ODOO, SAP.

## Trainings

- Gender Based violence and harassments risks (June 2024) by **British international investments plc**
- Fire and Firefighting (Mbeya 2022) by **Tanzania police department of fire**
- Occupational safety and health standards (Mbeya 2021) by **OSHA Tanzania**
- Basic computer training (December 2014- march 2015) by **Grace college**

Work Experience

ROYAL OVEN CO.LTD	DARES SALAAM	February 2024 -January 2025
<b>Stock controller</b>		
<ul style="list-style-type: none"><li>Inventory Management: Monitor and maintain accurate stock levels, ensuring optimal inventory for smooth operations and avoiding stock outs or overstocking.</li><li>Stock Monitoring: Regularly track stock movements, conduct physical stock counts, and reconcile discrepancies between actual stock and system records.</li><li>Stock Replenishment: Order new stock based on inventory levels, sales forecasts, and reorder points, ensuring that the supply chain remains uninterrupted.</li><li>Warehouse Organization: Organize and maintain a neat and efficient warehouse layout, ensuring that goods are stored in appropriate locations for easy retrieval.</li><li>Stock Audits: Conduct regular stock audits and cycle counts to verify inventory accuracy and compliance with company standards.</li><li>Data Entry &amp; Reporting: Input stock data into inventory management systems, generate reports on stock levels, sales trends, and stock turnover rates for management review.</li><li>Supplier Coordination: Communicate with suppliers to ensure timely delivery of goods and resolve any supply chain issues or delays.</li><li>Stock Rotation: Implement stock rotation practices (FIFO, LIFO) to minimize product loss due to expiration or obsolescence.</li></ul>		

MBEYA CEMENT CO.LTD	MBEYA	August 2022- September 2023
<b>Logistics coordinator (intern)</b>		
Oversee procurement activities for all materials and services, ensuring timely and cost-effective purchases aligned with company needs.		
<ul style="list-style-type: none"><li>Manage logistics operations, ensuring the seamless delivery of goods from suppliers to warehouses and customers.</li><li>Negotiate with suppliers to secure favorable terms and pricing, achieving cost savings goals annually.</li><li>Maintain inventory levels, coordinate stock replenishment, and avoid stockouts or overstocking.</li><li>Collaborate with cross-functional teams including sales, finance, and operations to ensure smooth supply chain operations.</li><li>Monitor vendor performance, resolve discrepancies, and handle any procurement-related issues.</li></ul>		

ROYAL HIGHLANDS CO.LTD	MBEYA	2023 -2024
<b>Store keeper</b>		
<ul style="list-style-type: none"><li>Inventory Management: Oversee the storage, organization, and tracking of goods in the warehouse or store, ensuring proper stock levels and preventing stock outs or overstocking.</li><li>Stock Receiving &amp; Inspection: Receive incoming shipments, inspect products for quality and quantity, and ensure they meet specifications before being added to inventory.</li><li>Stock Issuance: Record and issue goods to relevant departments or personnel based on requisitions, ensuring accurate and timely distribution of items.</li><li>Stock Organization: Arrange goods in the storage area for easy access, following established guidelines for categorization, labeling, and ensuring FIFO (First In, First Out) or LIFO (Last In, First Out) practices are followed.</li><li>Inventory Control: Maintain accurate records of stock movements, including receipts, issues, returns, and adjustments, and update inventory management systems regularly.</li><li>Stock Audits &amp; Reconciliation: Perform regular stock counts and periodic audits to verify inventory levels, identify discrepancies, and reconcile differences between physical and system stock.</li><li>Maintenance of Storage Area: Ensure the cleanliness, organization, and safety of the storage area, complying with health, safety, and environmental regulations.</li><li>Order Preparation: Prepare and pack items for dispatch based on sales orders or requisitions, ensuring the correct quantity and condition of products are ready for shipment.</li></ul>		

- **Documentation & Reporting:** Maintain accurate records of stock receipts, issues, and transfers, and generate reports for management regarding stock levels, stock turnover, and shortages.
- **Safety & Compliance:** Monitor and enforce safety regulations and guidelines within the store to prevent accidents and damage to stock, and ensure compliance with company policies and industry standards.
- **Security of Stock:** Safeguard inventory against theft, loss, or damage by maintaining secure storage practices and reporting any discrepancies or concerns to management.

## **Key Skills**

- **Procurement Management:** Expertise in sourcing, supplier evaluation, contract negotiations, and procurement strategy development.
- **Logistics Coordination:** Experience in transportation, warehousing, distribution, and inventory management.
- **Supply Chain Optimization:** Focused on improving efficiency, reducing costs, and minimizing delays in the supply chain.
- **Cost Control & Budgeting:** Strong ability to manage procurement budgets and ensure cost-effective purchasing decisions.
- **Vendor Management:** Building and maintaining positive supplier relationships while monitoring performance.
- **Regulatory Compliance:** Knowledgeable in procurement regulations and industry standards to ensure compliance in all processes.
- **Project Management:** Ability to oversee logistics and procurement projects from initiation to successful completion.
- **Technology Proficiency:** Skilled in using ERP systems (e.g. ODOO), procurement software, and MS Office Suite.

## **Personal Attributes**

- Strong problem-solving abilities, with a proactive approach to addressing procurement and logistics challenges.
- Excellent negotiation skills and the ability to manage and resolve conflicts effectively.
- A detail-oriented professional who thrives in fast-paced environments and manages multiple tasks simultaneously.
- Collaborative and team-oriented with the ability to work independently when required.
- Committed to continuous professional development and staying updated on industry trends and best practices.

## **Language**

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- English
- Swahili

## **Hobbies**

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- Gymnastics
- Football
- Community services

## **Referees**

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### **Innocent Kyara- Royal Oven Company**

Operational manager

[ops.manager@royaloven.co.tz](mailto:ops.manager@royaloven.co.tz)

0768469232

### **Noel Nkenyi- Mbeya cement Co. Ltd**

Mechanical Engineer

0752629568

### **Shaban Ayub Simba-TPDF**

Army Officer

0756449066

## **DECLARATION**

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I hereby declare that the information provided above is true to the best of my knowledge and belief. I understand that any false or misleading information may result in the rejection of my application or termination of my employment if discovered at a later date

Date: January 2025

Abdallah H Simba

Signature:

