

**John T. Sukili**

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**Professional Profile**

Supply chain professional with a track record of delivering results, cost reduction and compliance to policies and procedures. Over 10 years experience in procurement and Logistics while working with various international organisations such as Anglo Gold Ashanti, SABMiller, Tanzania Cigarette Company and CAPITAL Mining Services Tanzania.

**Achievements**

- Lead the Procurement team and became the best procurement team in East and Central Africa in SABMiller Operations.
- Became the first Person to be appointed as an Expediting Officer at Anglo Gold Ashanti (Geita Gold mines).

**Core Strengths**

- Results orientated.
- Leadership and influencing skills.
- Attention to detail.
- Handling critical issues.
- Capable of making important and strategic decisions.
- Problem solving
- Communication and interpersonal relations
- Comprehensive understanding & experience of purchasing strategies and also inventory management.
- Regularly achieving cost saving targets.
- Resourceful and well organized.
- Extensive knowledge of purchase order systems and related software.
- Deep understanding of the principles of vendor management.
- Ability to manage multiple priorities.

- Excellent analytical, critical thinking, and strategic skills.
- Knowledge of SAP & Sun system

### Key Competencies & Skill

- |                             |                            |  |
|-----------------------------|----------------------------|--|
| • Strong negotiating skills | • Budget management        | • Supply chain management                        |
| • Process management        | • Strong networking skills | • Supervisory Skills                             |
| • Vendor management         | • Sourcing products        | • Computer Literacy by using MS Office           |
|                             |                            | • Legal Aspect of Financial and Human Management |

### Working Experience

**CAPITAL Mining Service: January 2023 to date**

**Logistics Officer – East Africa**

#### Duties:

- Liaising with Finance Department on duty and taxes to be paid timely for imports to avoid storage
- Tracking shipments, updating our database on arrival information, and ensuring correct shipping documentation is in place in advance.
- Undertake all declaration procedures for imports and exports
- Application of IDFs (Import Declaration Form)
- Advice the management on the correct and most preferred course of action to overcome technicalities that may arise in declaration or clearing operations
- Follow up correspondence between various statutory bodies and other parties
- Obtain customs release for exports and truck border consignment
- Ensure correct use of Tanzania Revenue Authority Tariffs
- Ensure that correct values are used during declaration and other related procedures to avoid losses that may accrue as a result of penalties.
- Establish and maintain a working relationship with the CFA and customs officers

## **Jac's Expediting Limited January 2016 – Dec 2022**

### **Supply Chain Operations Manager**

#### **Duties:**

- **Export Shipping and handling.** To make sure goods are prepared, packed and documented ready collection with the CFA and make sure the final destination point is well informed for their pre customs clearance.
- **Customs processing.** To make sure all the documents are accuracy before logging to the TRA System (Tancis) this is including the Paperwork for GCLA, TBS and other Government authorities
- **Customs processing.** To supervise the whole Customs process to check all the paperwork and make the appropriate declarations to customs and make sure the Customers are paying the applicable duties and taxes.
- **Import handling and delivery.** To organize the delivery of the cleared cargo and make sure is picked up from the Port/Inland Container depot and delivered to the importers chosen destination.

## **Tanzania Cigarettes Company (Japan Tobacco International) Oct 2012- April 2015**

### **Procurement Supervisor - Summary of Responsibilities**

- Leading the procurement team to add value through Know Your Suppliers (KYS) supplier selection, supplier relationship management so as to achieve savings and control spendings as per agreed budget.
- Leading the team and provide motivation to achieve maximum performance and efficiency.
- Making sure that the purchasing department follow ethics and deliver the requirements to our customers on time in full through the

implementation of the Know Your Customers (KYC)

***Duties:***

- Managing a team of 6 professional buyers
- Sourcing the most affordable materials for the company's manufacturing process
- Reviewing tenders and bids documents
- Managing the procurement supplier relationships for the company
- Developing sourcing strategies
- Delivering cost savings projects
- Preparing high quality tender documentation
- Regularly contacting suppliers to negotiate and obtain both tangible intangible savings in the value chain
- Resolving disputes and claims with vendors and suppliers.
- Keeping updated accurate records of suppliers and related programs
- Coaching junior staff and delegating projects and tasks to develop them
- Promoting best practise across the company.
- Involved in writing up contracts and terms of sales.
- Developing relationships with distributors.
- Working to create and promote a safe working environment.

**Tanzania Breweries Limited (SabMiller Africa) October 2008-Sept 2012**

**Purchasing Specialist**

***Duties:***

- Prepare purchase orders and requisitions, and track the status of deliveries
- Review inventories and order supplies as required.
- Engage in regular communications with suppliers.
- Review deliveries against orders and address non-supplied orders, under-orders, over-orders and damaged goods.
- Produce and maintain purchasing and inventory reports.
- Manage documentation and processes associated with procurement activities such as RFPs.
- Liaise with the accounting, manufacturing and stock departments, and other teams across the organization.
- Identify potential savings through analysis spending against budget
- Participate in the selection of suppliers and maintain legal interactions with them

- Support the Shipping and Receiving functions as required

## **Barrick Gold Mines (Bulyankulu Kahama) June 2008 – Sept 2008**

### **Logistics Officer**

#### **Duties:**

- Liaise with Suppliers, Freight Forward at country of origin as well as country of destination to ensure that all documentation required are in order
- Obtain all documentation relevant to the container and keep on file until container is received on site.
- Expedite container from Port of dispatch to Port of destination and record on tracking systems.
- Expedite CONTECNA issue with the relevant parties and ensure that containers are released from port of destination within two weeks of receipt. Record relevant information on tracking systems
- Keep records of all reasons for delay at Port of destination and take corrective action when required.
- Upon arrival of container on site arrange with Freight Forwarder for immediate off-loading of container and de-stuffing thereof within 48 hours and record relevant information on tracking systems

Ensure that all purchase orders and correspondence are filed correctly

## **Anglo gold Ashanti (Geita Gold Mines) January 2006-May 2008**

### **Expediting Officer**

#### **Duties:**

- Obtain a delivery date from Freight Forwarders and Suppliers and recording on tracking systems (SUN/Mainpac system/Geitastats report)
- Expedite overdue orders with Suppliers and record revised delivery dates on tracking systems (SUN/Mainpac system/Geitastats report)
- Once orders are supplied to Freight Forwarders (UTI), expedite dispatch of orders/container to port of dispatch and record on tracking systems (SUN/Mainpac system/Geitastats report)

- Liaise with Suppliers, Freight Forward at country of origin as well as country of destination to ensure that all documentation required are in order
- Obtain all documentation relevant to the container and keep on file until container is received on site.
- Expedite container from Port of dispatch to Port of destination and record on tracking systems (SUN/Mainpac system/Geitastats report)
- Expedite CONTECNA issue with the relevant parties and ensure that containers are released from port of destination within two weeks of receipt. Record relevant information on tracking systems (SUN/Mainpac system/Geitastats report)
- Keep records of all reasons for delay at Port of destination and take corrective action when required.
- Upon arrival of container on site arrange with Freight Forwarder for immediate off-loading of container and de-stuffing thereof within 48 hours and record relevant information on tracking systems (SUN/Mainpac system/Geitastats report)
- Ensure that all purchase orders and correspondence are filed correctly.
- Keep record of off all containers and ensure containers are uplifted on regular basis (FIFO).
- Control all demurrage costs involved with containers.
- Recommend the purchase of containers when circumstance require.
- Maintain purchase reports and prepare purchasing statistics for month end report
- Monitor supplier performance and lead times and liaise with Inventory Controller with regards to changes to Min/Max levels if required.

## **United Nations World Food Programme Mwanza Emergence perations**

**July 2006-Dec 2006**

### **Food aid Monitor**

#### **Duties:**

- Supervise and implement Community Managed Targeting and Distribution of Food Aid (CMTD), training for village leaders, Village Relief Committees (VRC's) and community members
- Collect data at district and village level concerning the agricultural season and indicators of food security
- Monitor, review and verify the overall commodity movements such as food deliveries, storage, transport and distribution at the site

- Supervise the efficient distribution of food items at the site and ensures proper distribution of entitlements and verify appropriate entitlements are distributed and provide feedback to the Team Leader and other stakeholders
- Assist in the conducting of regular meetings and keep a good collaboration in the field between the stakeholders including World Food Programme(WFP), partners and the local authorities
- Assist in the implementation of the plan of action, review achievement, and constraints
- Identify any apparent issues in the programme and report them to the appropriate personnel
- Participate actively to Post Distribution Monitoring (PDM) data collection and analysis
- Supervision of food Aid distribution
- Make sure the Food Aid is delivered to the target group
- Collaborate with the Government (District council) to make sure the Food Aid is distributed equally
- Provide the daily and monthly report on food Aid distribution.

#### **Diesel Auto Electric (Bosch)**

**Branch Manager Mwanza Branch Nov 2005 – June 2006**

##### **Duties:**

- Stock Controller
- Sales Coordinator
- Accounts Controller
- Human resources Coordinator
- Safety Coordinator and Fleet Controller.

#### **DHL International Tanzania -February-October 2005**

##### **Customer Service Agent (Logistics Services)**

##### **Duties**

- Provides Sales leads and assist in developing new Business.
- Promote company growth by effectively selling and advertising the company services to prospective users
- To collect cash for shipments, issue receipts, keep accurate daily cash sheet and other required records of the front counter activities
- Maintain positive customer relations profile and a pleasant work environment which projects the desired image.
- Maintain up to date knowledge of service and operations changes

- Assist other Staff in performing customer service or operation duties as assigned to ensure a smooth and efficient operations at all times
- Provide customer assistance with tracing, delivery details and problem pieces as required.
- Coordinate or refer to other departments as necessary to resolve problems, queries or complaints.

## **Tanzania Red Cross Society Refugees Operation – Ngara Kagera Jan 2000-Dec 2003**

### **Senior Store Keeper**

#### **Key Responsibilities:**

- Supervision of 150 Tanzanian Volunteers working with refugees operations
- Supervision of more than one hundred and sixty hundreds thousands (160,000) refugees from Rwanda and Burundi.

#### **Duties:**

- Supervision of food rations during food distribution Exercise
- Supervision of all receipts and issuing of food and non food commodities
- Prepare financial and stock reports
- Prepare the staff payroll and arrange their payment in time.
- Carry out periodical stock taking.
- Carry out fumigation activities to the warehouse when the need arise
- Provide training to Distribution Staff and Loaders on how to handle commodities
- Control of Trucks during loading and offloading of the commodities
- Plan the distribution exercise
- Receive different visitors from both national and international levels

### **Education and Qualification**

Post graduate diploma in Procurement & Logistics Management (PGDPLM) **2010/2011:**  
Tanzania Institute of Accountancy – Dar es Salaam

Advanced Diploma in Materials Management **1997/2000:**  
*Institute of Development Management –Mzumbe Morogoro*

Secondary Education **1991 – 1997:**  
Itaga Seminary Secondary School – Tabora



## Language

English – writing and speaking (fluent); Swahili – writing and speaking

## Personal Details

Full Clean Class D driving Licence

**Driver:**

Watching and playing soccer, grassroots farming and animal husbandry

**Interests:**

## Referee

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