

NORMAN DONS

LOGISTICS ASSISTANT

CONTACT

+255 682 441 332

normandons67@gmail.com

Dar-es-salaam, Tanzania.

EDUCATION

03/2023-07/2023

UDEMY INC.

- Certificate of Logistics and Operations
- Executive diploma in Data Analytics

2014-2018

HINDU MANDAL INT.

- Ordinary level Certificate

SKILLS

- Customer Service
- Emotional Intelligence
- Negotiation
- Time Management
- Flexibility
- Effective Communication
- Computer Literacy

LANGUAGES

- English (Fluent)
- Swahili (Upper intermediate)

PROFILE

Enthusiastic, dedicated and young candidate seeking to dive into the logistics world as an entry-level assistant. With a knack for organization and a passion for optimizing processes, I'm ready to tackle challenges head-on and bring fresh ideas to the table. Excited to support anyone in creating seamless operations while learning and growing in this dynamic field.

WORK EXPERIENCE

Blue Dot Company Ltd.

12/2018-06/2019

Supervisor in Training

- Improved safety standards by conducting thorough inspections and enforcing strict compliance with regulations

Rapid Services

09/2019-03/2020

Logistics Assistant

- Prepared reports on tracking information such as purchase orders, inventory numbers and invoicing activities.
- improved supply chain efficiency by establishing strong relationships with key suppliers and carriers.

Amaidah International

01/2023-03/2024

Logistics Supervisor

- Coordinated driver dispatch to accomplish daily delivery requirements.
- Organized warehouse space and planned layouts to allow for maximum storage capabilities.
- Analyzed and logged purchase orders.

REFERENCE

Jamilla Mohammed

Zanzibar Experience [Director]

Phone: +255 754 280 276

P. O Box: 61772, Dar-es-salaam.

Isihaka Muharami

Amaidah Int. [CEO]

Phone: +255 682 796 434

Email: mkupi89@gmail.com