

Castor S. Kapinga

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Procurement and Logistics Specialist

RESUME SUMMARY

A Procurement and Supplies Specialist capable of driving cost savings and supplier performance improvements. Skilled in strategic sourcing, contract negotiation, warehouse operations, store management, and supplier evaluation, resulting in a 15% reduction in procurement costs and a 20% improvement in supplier performance. Experienced streamlining processes, and implementing cost-reduction initiatives to increase product availability and profit margins.

SKILLS

- Supplier Relationship Management
- Vendor Management
- Purchase Order Processing
- Warehouse Operations and Store Management
- Contract Management and Negotiation
- Risk Assessment and Mitigation
- Financial Acumen and Cost Management
- Strategic Sourcing and Procurement Planning

WORKING EXPERIENCE

Logistics Supervisor (Paddy Purchase project)

Aug. 2024 - current

Africa Harmony Industries & Trade Ltd, Mwanza

Duties :

- Contract management
- Coordinate the transportation process from the purchasing area to the factory.
- Develop and execute tools and methodologies to enable effective implementation of the logistics plan.
- Design and develop standard operating methods to manage logistics operations effectively.
- Ensure accountable timely and cost effective.
- Ensure all supervised staff members are trained as well as cross trained adequately
- Coordinate and present logistics support to ongoing land, air, rail, and river operations
- Coordinate logistics activities related to procurement. Finding , substantive units and humanitarian affairs
- To develop reports on material and personnel movement and various operational logistics problem
- Involve in technical survey mission for new assignments and pre - deployment collaboration visit to troop contributing countries.

Warehouse In charge**Oct. 2022 – Jul. 2024****Crown Paints Tanzania, Mwanza, Tanzania.****Achievements:**

- Initiated stock replenishment requests, maintaining optimal inventory levels with 95% accuracy.
- Monitored inward and outward goods movement, reducing discrepancies by 15%.
- Processed goods in SAP, ensuring 98% data accuracy.
- Generated and fulfilled customer requirements in SAP, achieving a 99% order fulfillment rate.
- Enforced safety protocols for inventory movement, resulting in zero safety incidents over the past year.
- Coordinated transport facilities for delivery, maintaining a 95% on-time delivery rate.
- Maintained accurate records, achieving 100% compliance during audits.
- Compiled stock reports, improving inventory management and reducing discrepancies by 10%.
- Implemented warehouse security measures, reducing theft and loss incidents by 20%.
- Directed warehouse manpower and logistics activities, improving operational efficiency by 15%.

Logistics Officer**Sept. 2021 – Sept. 2022****ALAF Limited, Dar es Salaam, Tanzania.****Achievements:**

- Sourced reliable transporters for deliveries, achieving a 95% on-time delivery rate.
- Negotiated best rates for transportation, reducing costs by 10%.
- Fostered strong relationships with transporters, enhancing collaboration and service quality.
- Initiated transporter payments in SAP, ensuring timely and accurate transactions.
- Verified transporter documents for payments, maintaining a 100% accuracy rate.
- Posted all import goods in SAP, ensuring a 98% accuracy rate in data entries.

Warehouse Supervisor (Raw Material and Finished Goods)**Oct. 2019 – Sep. 2021****ALAF Limited, Dar es Salaam, Tanzania.****Achievements:**

- Ensured proper material inspection procedures, maintaining a 98% compliance rate.
- Allocated and arranged materials efficiently, optimizing storage space
- Issued raw materials and spares to user departments, reducing downtime
- Conducted stock-taking and verification, ensuring 100% accuracy.
- Maintained housekeeping standards, ensuring a clean and organized workspace.

- Enforced safety policies, resulting in zero workplace incidents over the past year.
- Addressed customer complaints promptly, resolving 95% of issues within 24 hours.
- Prepared stock reports, enhancing inventory management and reducing discrepancies by 10%.
- Prepared Goods Receipt Notes (GRNs), ensuring 98% accuracy in documentation.

Stores Officer - Raw Material, Spare Parts, and Consumables

Jun. 2016 – Sept. 2019

ALAF Limited, Dar es Salaam, Tanzania.

Achievements:

- Received materials, ensuring 100% accuracy and timely processing.
- Inspected materials, maintaining a 98% compliance rate with quality standards.
- Initiated purchase requisitions, streamlining the procurement process and reducing lead times by 15%.
- Issued materials to user departments, reducing downtime and improving productivity by 20%.
- Drafted comprehensive stock reports, improving inventory management and reducing discrepancies by 10%.

Procurement and Logistics Officer

Apr. 2014 - Jun. 2016

Express Mobility Co. Ltd, Dar es Salaam, Tanzania.

Achievements:

- Negotiated the best deals for pricing and supplier contracts, reducing procurement costs by 15%.
- Planned and organized transportation, improving delivery efficiency by 20%.
- Cultivated strong relationships with vendors and suppliers, enhancing collaboration and service quality.
- Conducted comparative analysis on supplier prices, identifying cost-saving opportunities and reducing expenses by 10%.
- Ensured door-to-door delivery, meeting 99% of customer requirements.
- Addressed customer complaints promptly, resolving 95% of issues within 24 hours.
- Reviewed and evaluated supplier performance, improving supplier reliability by 15%.
- Ensured timely delivery of quality materials, maintaining a 98% satisfaction rate.

EDUCATION

Oct. 2010 – Oct. 2013 Advanced Diploma in Procurement and Logistics Management Augustine University of Tanzania (SAUT)

TRAINING

E-Procurement for Practitioners, Dec. 2020
Industrial First Aid Course, Aug. 2020
Effective Negotiation in Procurement: Critical Skills, Techniques and Tactics, Aug. 2019
Inventory and Warehouse Management, Oct. 2017

LANGUAGES

Language	Proficiency Level
Kiswahili	Native
English	Advanced

REFEREES

Referee Name: Eliapenda Saroya
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Referee Name: Alphonse Ndomba
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