

GODFREY FIDOLIN MHILLU

Documentation, Accounts & HR Officer | Cross-Border Logistics Specialist

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PROFESSIONAL SUMMARY

Results-driven logistics and operations professional with 1+ years of experience at Busaidy Transport Services Limited, excelling in cross-border logistics, cost optimization, and multi-departmental management (documentation, finance, and HR). Proven track record in reducing operational costs, streamlining customs clearance, and implementing systems to enhance efficiency and compliance.

KEY ACHIEVEMENTS

- **20% Reduction in Border Delays:** Optimized documentation workflows, cutting clearance time at Nakonde/Kasumbalesa borders.
- **Fuel Theft Prevention:** Implemented a signed fuel-tracking system, reducing losses by enforcing driver/security accountability.
- **100% Payroll Accuracy:** Eliminated payroll errors through integrated attendance tracking.
- **Revenue Recovery:** Identified and rectified billing discrepancies via POD verification, reclaiming significant revenue.

CORE COMPETENCIES

Logistics Documentation

- Cross-border compliance (TRA/ZRA/DGDA) | COMESA/SADC permits | CTN & CMR management.
- Customs clearance optimization | T1 Transit Docs | Bill of Lading accuracy.

Cost Control & Financial Oversight

- Fuel consumption tracking | Fraud prevention | Expense auditing | Route efficiency analysis.

HR & Operations Management

- Driver performance monitoring | Payroll-integrated attendance systems.
- Recruitment coordination | Labor law compliance.

PROFESSIONAL EXPERIENCE

Busaidy Transport Services Limited

Documentation, Accounts & HR Officer | April 2024 - Present

(Dar es Salaam to Zambia/DRC Corridor: Lusaka, Kasumbalesa, Mokambo)

As a Documentation Officer:

- operating with 100% accuracy, ensuring compliance with TRA/ZRA/DGDA regulations.
- Streamlined document workflows, reducing border clearance delays by 20%

As Accounts Officer:

- Recovered significant revenue by verifying Proof of Delivery (POD) records and correcting billing discrepancies.
- Audited fuel consumption and operational expenses, cutting unnecessary costs.

As HR Officer:

- Eliminated payroll errors by implementing digital attendance tracking linked to payroll systems.
- Monitored driver performance and coordinated recruitment for logistics staff.

EDUCATION

Bachelor of Business Administration and management-Accounting

Mwenge Catholic University | Completed **2020**

Relevant Coursework:

- Material and procumbent Management | Cost Accounting | Business Law

TECHNICAL SKILLS

- **Software:** ASYCUDA/Navirec GPS, Mzone Fleet, OneDrive/Google Docs and Excel TMS/ERP Platforms | QuickBooks
- **Analysis:** Fuel Consumption Tracking | Border Delay Analytics
- **Reporting:** Customs Compliance Audits | Operational Cost Reports

LANGUAGES

- English (Professional) | Swahili (Native)
- Russian/Ukrainian, French and Arabic Beginner