
EXECUTIVE PROFILE

Dedicated professional with a diverse experience in building and leading the general administrative functions of a commercial bank i.e. managing and overseeing the proper upkeep and maintenance of leased premises (real estate), in charge of the procurement function, motor vehicle fleet management and logistics, record management, ensuring that office facilities repairs and maintenance, maintenance and sourcing of office working tools in line with business needs, handling of inventory and stationery stocks, ensuring office equipment are in good running condition, workspace planning in line with compliance and statutory acceptable requirements, facility office services, such as managing the outsourced services i.e. cleaning, drivers, supply of newspapers, catering services, landscaping, supply of fresh drinking water, etc are well controlled and planned for in attaining optimal use, in line with the approved expenditure and budget and in adherence to operating procedures, processes and policies.

Excel in resolving employee challenges with innovative solutions, systems and process improvements proven to increase efficiency and customer satisfaction.

Builds teams, influences through collaborative efforts with key internal stakeholders in the organizations with a proven track record of being passionate for managing support activities, thereby achieving Outstanding Performance Employee of the Year 2010 in the CEO Special Award Category from my previous employer.

An achiever in cost savings in favour of the organization and transformation of manual processes to innovative automated processes, thereby increasing efficiency and improving productivity.

SKILL HIGHLIGHTS

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| ● Office Facilities | ● Training & Development | ● Budget & Control |
| ● Logistics and Travel Management | ● Accounts Payable/Receivable | ● Meeting & Event Planning |
| ● Policies & Procedures Creation | ● Bookkeeping & Payroll | ● Inventory Management |
| ● Leadership/communication skills | ● Staff Recruitment & Development | ● Cost Control Strategies |
| ● Supplier Partnerships | ● Property Management | ● Performance Appraisal |
| ● Records Management | ● Strategic Procurement | ● Health & Safety |
| ● Facilities Maintenance | ● Workspace Management | ● Lease and Rental Negotiations |

CORE ACCOMPLISHMENTS AND PROFESSIONAL EXPERIENCE

CRDB Bank Plc – Dar es Salaam, Tanzania

July 2018 to-date

Manager, Logistics & Inventory Management from April 2021 to-date

Manager, Logistics from Jan. 2020 to March 2021

Manager Procurement, July 2018 to Dec. 2019

I am in charge of the Logistics & Inventory sub unit of the Bank under the Department of Real Estate and Facility Management that oversees the effective and efficient handling of Inventory Management and the Logistics function of the Bank's travel management, fleet of vehicles, outsourced drivers and in house drivers across the network with the aim of achieving proper governance and controls at optimum cost.

Achievements.

- Achievement of USD\$ 260k savings on procurement of 10,000 Smart POS by negotiating the costs downwards, achieved Tzs. 955m on having negotiated the costs of making Agency Banking signages.
- Re-negotiated the rents of leased premises (real estate) to the Bank, downwards having successfully achieved a savings of more than Tzs. 1.2bln.
- Achieved Tzs. 540mln. In savings on roll out of use of TOTAL fuel cards across the Branch network in a span of 1 year

- Implemented fleet fuel and tracking sensor monitoring devices in the Bank's fleet of pool and branch network motor vehicles (164 units) thereby having 24/7 visibility of the motor vehicles and effective use of fuel, driver behavior, idle time of engine, motor vehicle operating beyond set time limit.
- Having in place all operating procedures under my portfolio approved and in use.
- Outsourcing of drivers – achieved a cost of avoidance of over Tzs. 150m in 6 months
- Trained a total of 53 drivers on Driver Ethics
- Having identified old and costly to maintain fleet of motor vehicles (22 units) for disposal, having realized sale proceeds of Tzs. 537m
- Improved the working environment of the Mabwepande Store – network availability, implemented biometric door locking system, remote viewing of cctv in real time from HQ, construction and creation of conducive work space - office cubicle for staff, availed necessary office facilities – micro wave, fridge, etc. improved work environment, 3 drivers trained on Driver Ethics
- Achieved a satisfactory audit rating for Logistics audit in the year 2021.
- Implemented quarterly snap checks of inventory management of the Bank's stores so as to detect any deviances at early stage for mitigating before annual stock count at year end.
- Implemented quarterly identification of slow moving and obsolete stock items for disposal and or destruction, so as to reduce holding and capital costs

Commercial Bank of Africa (Tanzania) Limited, Dar es Salaam, Tanzania

2004 to 2018

Administration Manager, 2010 to 2018

Branch Manager, 2007 to 2009

Manager Operations - HR, 2004 to 2006

- I have changed positions over my 14 year tenure with CBA, culminating in responsibility for coordinating the Bank's entire Procurement and Administration functions and supervising a team of four administrative professionals and four subordinate support staff. **Results & Key Duties:**
- Developed efficiency-enhancing workflow/process improvements that made it possible to accommodate increased responsibilities to the Procurement and Administration team.
- Decreased office expenditures by implementing needed controls on stock/supplies and standardizing ordering procedures.
- Led procurement transformation efforts from a manual way of doing things to successfully implementing an automated procurement to pay system by using SAP
- Responsible for organization, integration and alignment of Bank wide purchasing resources across all aspects of the purchasing system, including construction projects, administrative goods and services, facilities maintenance and repairs.
- Having led and overseen the facility maintenance and repairs of the Bank's office tools and equipment, managing optimum inventory stock levels to ensure uninterrupted office supplies.
- Managed and oversaw the records and archives facility at Mikocheni in line with approved procedure.
- In charge of the Bank's outsourced motor vehicle fleet management in line with set procedure on use and control.
- Ensure the Bank's assets and Bankers Blanket Bond insurance covers are in place and adequately covered.
- Successfully came up with a comprehensive HR Policy Manual that was put to use for the first time in 2007.

Practice Administrator

Responsible for all accounting and administrative activities, i.e.

- posting of transactions using 'Tally' computerized accounting package
- preparation of monthly management accounts – P & L & Balance Sheet
- monitor bank accounts and debtors follow up
- preparation of sales invoices and maintain petty cash floats
- preparation of Monthly Payroll for various clients and the company
- maintain staff personnel files, e.g. leave rosters, employee sick records
- ensure office assets are in good working condition
- draft related correspondence.
- assist internal auditors during audit.
- processing of expatriate's work permits

Book Keeper

Key responsibilities were:

- posting of transactions using 'Tally' computerized accounting package
- issuing duly authorized payment vouchers to creditors
- remittance of statutory returns e.g. PAYE and NSSF
- preparation of monthly VAT and With-Holding Tax Returns
- assisting External Auditors during statutory audit

Cashier

Key responsibilities were:

- Bank contacts, i.e. encashing cheques, cash/cheque deposits, collecting bank statements, chequebooks, effecting transfers
- maintaining petty cash and writing petty cash book
- Posting of monthly transactions (cash, bank, purchase & sales) using a computerized accounting package designed by parent company in Milan – Italy
- Preparing monthly bank reconciliation statements
- Reconciling monthly debtors and creditors ledgers with general ledger control accounts
- Maintain and update the company's asset register

EDUCATION & PROFESSIONAL QUALIFICATIONS

Advanced Diploma in Human Resources**Certified International Procurement Professional****Procurement and Supplies Full Technician****Member of the Human Resources Society of Tanzania**

PERSONAL ATTRIBUTES

- High integrity and ethical standards
- Proactive and highly organized and ownership oriented professional
- Possess excellent communication skills, both written and verbal
- Effective team player
- Possess a risk mindset with a tenacity to control and compliance
- Creative mindset with a ‘can do attitude’ and questioning the status quo, so as to obtain best value by exploring alternative way of doing things

REFERENCES

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