

Imbula Gift Wamuyima

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Cross functional Team Player | Systems Efficiency Catalyst | Strategic Planner

PROFESSIONAL SUMMARY

Goal-driven, multi-skilled and dedicated-to-work Procurement and Supply Chain professional with proven ability to perform related duties and functions including procurement, planning, risk management and equipment management while ensuring accuracy, and assisting in the daily management of departmental work. Instrumental in developing core processes to ensure high productivity and outcomes. Quickly analyses key business drivers and developing negotiation strategies to maximize the value deal, reach operational excellence and mitigate risks. Exceptionally well-versed in organizing procurement procedures and receiving processes according to designated rules and regulations.

CORE EXPERTISE

Collaborative Approachability | Bottlenecks Management
Client Relationship Management | Risk Management and Performance Metrics
Strategic Business Planning and Execution | Logistics & Inventory Management
Contract Negotiation and Cost Reduction

NOTABLE ABILITIES AND ABILITIES

- ✓ Dedicated and result driven, acting with transparency and respect for all parties to create sustainable long-term value, influence and collaborate with confidence and purpose.
- ✓ Utilize handiness in material resource planning and negotiating supplier contracts to orchestrate smooth supply chain procedures.
- ✓ Streamlines, reorganizes and leads teams productively and able to use business communication expertise to expedite supply chain logistics effectively and in a time efficient manner.
- ✓ Establishes cross-functional partnerships and agile systems to deliver increasing results hence satisfaction of stakeholders.
- ✓ Well-versed in overseeing incoming shipping activities to ensure the accuracy of counts and condition of items.
- ✓ Highly skilled in assisting with operational functions, with a special focus on ensuring an organized warehouse.
- ✓ Offering knowledge of resource planning and initiating and ability to lead cost saving initiatives.
- ✓ Conversant with the Winrest, IMCS and SAP Systems

PROFESSIONAL EXPERIENCE & KEY ACHIEVEMENTS

INDUSTRY EXPERIENCE

Stores and Procurement Officer, Newrest Zambia Ltd, 2021 to Present

Key Achievements and Successes Scored

- **Inventory Management:** Developed inventory policies to optimize the trade-off between service reliability, inventory holding cost, quality impacts, and order replenishment cycles.
- Effectively supervised staff handling procurement activities which in turn sparked drastic improvements on the achievement of deliveries and overall end user satisfaction, with zero loss or damage to inventory, zero pilferage, and good end-user feedback.
- Led the due diligence exercise on all the vendors which led to security of supplies.
- **Procurement & Supplier Management:** Developed and executed strategic supplier management plans for all key suppliers to achieve optimal supplier agreements and performance (processes and inventory).
- **S&OP Management:**
 - Defined and allocated uniform and clear steps to functional stakeholders as solutions to fluctuations in demand and sales.
 - Implemented and optimized S&OP and demand planning processes.
 - Optimized forecast accuracy, production capacity, and resources.
- Monitored performance metrics, drove efficient and effective resource utilization from 60% to 98%.
- Developed and implemented commodity strategies, plans and the management of Supplier Relationships.

Key Responsibilities

- Ensure that all the orders are placed to the relevant supplier according to the defined delivery planning as well as all raw materials are available on time to the production.
- Carry out supplier's audits and evaluate supplier performance with the quality department, maintain records of orders,
- Handle price negotiation, planning, production, inventory control, and quality control.

Receiving Clerk, Taj Pamodzi Hotel, 2019 - 2021

Key Achievements and Key Successes Scored

- Saved the hotel a possible loss by employing quality control measures on a faulty shipment from product suppliers.
- Expedited the shipment receiving procedure, by employing a receiving system that requires workers to manage their positions in a time-efficient manner.
- Played a key role in receiving all goods supplied to the hotel, ensured that all rejected goods are segregated from the rest and immediately informed the supplier and the purchase department.
- Ensured that all invoices are posted in the system, handled the preparation of the shortage report for any item that has been received or under received as per daily perishable, co-ordinate with all the departments.
- Suggested and assisted in implementing a "check system" to provide immediate quality feedback to the shipper.
- Implemented a dynamic invoice preparation system, decreasing invoice creation time by 50%.
- Performed periodic inventory checks including documenting daily inactive inventory.
- Consistently met quarterly and annual performance and timeliness targets.

Customer Service and Assistant Warehouse Operator, Nestle Zambia Trading Ltd., 2017 – 2019

Key Achievements and Successes Scored

- **Optimization of Quality:** Created smart ways to manage quality of procured items and optimize the trade-off between operational cost and quality outcomes.
- Played a role in improving team corporation, collaboration and boosted morale, hence contributing to team exceeding their goals and business performance targets.
- Managed transporters and warehouse staff to ensure customer service levels are met to maximize sales and distribution. Instrumental in ensuring that goods received conform to the specifications and the condition meets the service level agreement with transporters.
- Daily comparison of physical against the theory (SAP system) stock availability, check and share with customer service so that their order capturing is based on the stocks readily available.
- Further slashed administration costs by 60% through consolidating all procurements and entering into running Contracts, negotiated the best value for money for all procured goods, works, and services. Implemented a unique supply chain management system, as a result, streamlined the process.
- Devised a unique quality tracking system, as a result, increased service quality by 55%.
- Ensured accurate inventory records and timely reporting for month-end closing.
- Liaised with customer contacts to ensure after sales service.
- Ensured adherence to good warehousing practices to enhance good keeping quality.

EDUCATION AND TRAINING

- Professional Diploma in Procurement and Supply, Zambia Institute of Management
- Advanced Diploma in Procurement and Supply, Zambia Institute of Management
- Advanced Certificate in Purchasing and Supply, Zambia Institute of Management
- Certificate in Purchasing and supply, Zambia Institute of Management
- School Certificate – O' Level, Arakan High School

ON THE JOB HANDS ON SKILLS ACQUIRED

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|----------------------------------|-------------------------------|----------------------|
| ✓ Risk Management | ✓ Effective Inventory Control | ✓ Warehousing |
| ✓ Supplier Relationship Building | ✓ Effective Communication | ✓ Procurement System |
| ✓ Negotiation | ✓ Customer Service | ✓ Records Management |
| ✓ Stock Management | ✓ Team Collaboration | ✓ Cost Minimization |

PROFESSIONAL AFFILIATIONS

- Affiliate Member of the Zambia Institute of Purchasing and Supply ZIPS
- Member of the Chartered Institute of Procurement and Supply CIPS-UK

REFERENCES

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