

LAZARO DAVID

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lazariusdavid95@gmail.com

Summary

Analytical Procurement Specialist with expertise in evaluating inventory levels and determining supply and demand. Bilingual individual with persuasive attitude and knowledge needed to coordinate logistics, including delivery scheduling with vendors.

Skills

- Loss Prevention
 - Attention to Detail
 - Reporting and Performance Analysis
 - Merchandise Quality Assurance
 - Scheduling and Time-Tracking
 - Warehouse Operations
 - Hand and Power Tool Operation
 - Inventory Management
 - Material Management
 - Storage Area and Container Cleaning
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Experience

April 2020 to
Current

CHEMI AND COTEX INDUSTRY INDUSTRIES LIMITED
Arusha, Tanzania
Store Supervisor

- Received store deliveries and transported items to correct facility locations.
- Tracked inventory and conducted cycle counts to maintain accurate records.
- Answered customer queries and complaints and provided prompt solutions.
- Handled customer transactions and balanced cash drawers.
- Tracked store inventories and ordered new materials to prevent shortages.
- Recorded quantities of damaged, faulty or expired items in product reports.
- Implemented corrective actions to improve employee performance and discourage inappropriate behavior.
- Boosted customer satisfaction with proactive initiatives focused on improved engagement and service resolutions.

January 2020 to
September 2021

CHEMI AND COTEX INDUSTRY INDUSTRIES LIMITED
Arusha, Tanzania
Procurement and Store Trainee.

- Diminished merchandise production down time, ensuring quality control while verifying assembly and creating new packaging.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Traced missing material and shipments through vendor and customer communications.
- Process all Imports permits with various regulatory bodies like TMDA, TBS, SUGAR BOARD, ATOMIC and others

- Prepare introduction letter for shipping line, C&F agents or TRA customs
- Checking and verifying documents like C-36, Invoice, list and Certificate of analysis from clearing agents

June-August 2015 **TANZANIA PORTLAND CEMENT PUBLIC LIMITED COMPANY**
 and October to April Dar es Salaam, Tanzania
 2019 **Procurement and Store Trainee**

- Maintained updated knowledge through continuing education and advanced training.
- Participating in store reconciliation and stock taking.
- Negotiated and finalized vendor contracts in order to optimize pricing structures and delivery schedules.
- Posting received and issued (pick tickets) documents to inventory operating system.
- Supported procurement for civil engineering squadron maintenance and repair contracts.
- Decreased spending, locating new suppliers by networking at industry markets, purchasing and designing cost-effective products and reviewing samples.
- Added new vendors and products into system and keyed in special shipping codes when needed.
- Participating in machine/ plant shutdown (crusher, raw mill, Kiln, Cement Mill, packing plant) as store personnel

Education and Training

Board Name	: Procurement and Supplies Professionals and Technicians Board
Awards	: Procurements and Supplies Professional
University name	: Mzumbe University, Morogoro-Tanzania 2016 -2019
Award	: Bachelor of Procurement and Logistic Management.
University Name	: College of Business Education, Dar es Salaam 2014-2016
Award	: Diploma in Procurement and Supplies Management (DPS)
University name	: College of Business Education, Dar es Salaam 2013-2014
Award	: Certificate in Procurement and Supplies Management(BCPS)
School Name	: Actas Secondary School -Dar es Salaam,2009-2012
Award	: Certificate of Secondary Education (CSEE).
School Name	: Mbezi Primary school, Dar es Salaam, Tanzania, 2002-2008
Award	: Primary School Leaving Examination (PSLE).

Other Personal Information.

➤ Date of Birth & Place of Birth	9 th September 1995	Dar es Salaam, Tanzania
➤ Marital Status & Gender	Single	Male
➤ Nationality & Religion	Tanzanian	Christian
➤ Language	English and Swahili	

Professional Referee.

1. CARLOS FLORENTINE TARIMO

Internal auditor,
Chemi and Cotex Industries Limited
P.o. Box 347, Dar es salaam
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2. GABRIEL FELIX TARIMO

Civil Engineer
Tanzania Telecommunication Company Limited (TTCL)
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3. DR. EDWARD MAKOYE

Lecturer from Mzumbe University (MU)
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CERTIFICATION.

I **Lazaro David**, the undersigned hereby certify that to the best of my knowledge and belief, this profile describes my qualifications and experience.