* 1. **KADUMA CURRICULUM VITAE [CV]**

**PERSONAL PARTICULARS:**

**NAME :** Ismail Azizi Kaduma

**SEX :** Male

**NATIONALITY :** Tanzanian

**MARITAL STATUS :** Married.

**DATE & PLACE OF BIRTH :**  14/10/1986 Songea-Ruvuma, Tanzania.

**CONTACTS:**

**Postal Address :** P.O BOX 12922, DAR ES SALAAM

**Cell Phone/home tell :** +255 714-75-93-41/742392653

**E-mail Address :** kadumaismail@gmail.com

**Physical Address** : DAR ES SALAAM-MBEZI LUIS

**EDUCATION:**

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| **INSTITUTION** | **DURATION** | **COURSES** | **AWARD** |
| NATIONAL INSTITUTE OF TRANSPORT DAR (N.I.T) | 2010-2011 | DIPLOMA IN FREIGHT CLEARING AND FORWARDING | AVERAGE |
| OPEN UNIVERSITY OF TANZANIA (OUT) | 2012-2019 | BACHELOR DEGREE OF BUISINESS ADMINISTRATION IN INTERNATIONAL BUSINESS | LOWER SECOND |
| DAR ES SALAAM INSTITUTE OF TECHNOLOGY- COMPUTING CENTRE | 2010 | COMPUTER COURSE | CERTIFICATES IN COMPUTER BASICS |
| TRAINING/FIELD WORK-Complied with issues of Logistics and Transport ManagementsUnder CMTL Courier & Movers Co. Ltd | JULY -SEPT 2010 | Base to the Packaging Process, Warehousing Management, Local Move, International Move. Office Move, Cargo Import and Export | CERTIFICATE OF ACHIEVEMENT |
| United Republic of Tanzania | 2 DEC 2016 | PASSPORT TRAVEL | ID: AB851178 |
| GOVERNMENT CHEMIST LABORATORY AGENCY | 08-09 JAN 2018 | TRAINING REGARS-How to Handle Dangerous Goods In: Import, Export,Transit,Warehouse,Distributor&Transportation | CERTIFICATE OF ACHIEVEMENT |
| THE INTERNATIONAL HEALTH AND SAFETY ACADEMY FROM U.S. A | 07JUNE 2020 | THE COSHH RISK ASSESSOR CERTIFICATION | CERTIFICATE OF ACHIEVEMENT |
| **OSHA(OCCUPATIONAL SAFETY AND HEALTH AUTHORITY)** | 06 To 14 SEPT2023 | **ACCIDENTPREVENTION AND INVESTIGATIONS COURSE** | CERTIFICATE OF ACHIEVEMENT |
| **MY EXPECTATION SALARY**  |  | **GROSS SALARY HAS IN MOMENT**  | **CURRENT TO EXPECT** |

**20 August2023-Warriors Logistics and Business Centre Company Limited.**

**Title: Administration Coordinator (Business Supervisor in Logistics/Customs).**

**Responsibilities:** Direct to staff and teams

* To Support the administration and responsibility for the overall management of administration activities of organisation.
* To meet organisation targets and those of the team.
* To prepare and agree presentations, proposal, delegate and responsibility to the team via supervision, accountability and review.
* To Manage Fleet Compliance Like **LATRA,TRA,OSHA,GCLA,TBS** and Traffic Police(**Traffic Act**)
* To interact with organisation into customs(Clearing and Forwarding Services) through supervision Importations,Exportation,Transit and Warehousing

**1st August 2015 to August 2023 – Dangote Industries (Tz) Ltd**

-08-09 January 2018 at Chemist House -Attending Training of TRANSPORTATION CHEMICAL AND DANGEROUS CARGO Under Government Chemist Laboratory Agency (GCLA)-Seminar Hosted by “Chief Government Chemist and Registrar of Industrial and Consumer Chemicals”/I was awarded Official Certificate of attendance showing knowledge on; How to process permit to the transport and handle chemical or dangerous cargo.

-Lastly year work at Ngaka coal Mine-KitaiStockpiles for supervising loading of our trucks (work for 4weeks) Jan2017

-Previous Moments Job on Dec2016: Supervising the Clearance of 600 Horse and Trailers at Mtwara Port.

**Title: Senior Logistics Officer/Compliance Officer (Under Logistics and Transport Management)**

1. To ensure All Raw Material Imported by company delivery one time and practice in chain supply.
2. **.** To monitors Export /Import of cement or raw material by serious trucking and preparations of reports daily.
3. To Manage and scheduling all Transport Assets like Motor vehicles and Controlling Fuel Consumptions through ratio, and **CNG** (**Compressor Natural Gas**)by Kilometres.
4. To ensure Company complying with Approved Clearing and Forwarding agency who follows’ those customs formalities with care or escaping unnecessary storage or demurrage. (To avoid)
5. To ensure Company Complying with **TPA, ICD’s, TBS, TICTS, TASAC, TRA** Clearance in export, import, transit, warehouses, Sumatra licensing-**LATRA** (Application online), Road Extensions by TRA.
6. Reporting and Controlling any risk occurs in the operations by liaison's with Insurance ClearanceAccident Rescue and Claim follow up for Police Report- Initial report PF 90, Police Report -PF 93 V.I.R, Police Sketch Map, Police Report PF 115 as final Report, copy of driver license, Copy Reg Card, Garage estimation cost, Pictures of accident and other like third part damage, injuries or death certificate in case if required.
7. Management movement of truck by online tracing via trucking technologies systems.
8. Coordinate and communicate with customers and Transporters
9. Assisting in Warehouse and Yard management/Parking yard at Plant
10. Advisor the Management overall duty to be systematically.

**Others Duties perform at Dangote**

1. Responsible in morning observation or inspection of all truck (Start with 30 truck, now Dealing with 500 truck)
2. To responsible for Logistics budgets of all plant and mines Vehicles
3. Occupational in Safety and Health which supervised by Plant with other government Authority like Fire Rescue Police and OSHA
4. To Providing report to management concern Inventory, Distribution and Freight
5. To Provide statistical information on tracking of product shipment

**OTHER KNOWLEDGE OF PURCHASING/PROCUREMENT PROCEDURES**

1. Receiving of LPR (local purchasing Requisitions) from any Departments E.g. Stores.
2. Sending inquiry to vendor or Supply/Service Provider
3. Receiving of Quotations at least three or Minimum three
4. Preparing of Comparative statements
5. Procurements Boards or Committee (for discussing comparative statements)
6. Creation of LPO
7. Sending of LPO to Vendor
8. Supervisor for Deliverance to Stores or Warehouses
9. After already receiving and delivery must arrange the payment of vendor through reminder Finance Dept.

**July2012 to September 2014– Shedol Construction Company (T) Limited**

**Title: Clearance and Operation Officer**

**Key responsibilities.**

1. To ensure that Document received from client and Open file for lodging to the TANCISS.
2. To prepare documentation for Assessment through ASCYUDA +++/now is TANCISS
3. To. Receive cash from client and to pay in shipping line and TRA charges
4. To maintain clear channel of communication between organisation stakeholders like shipping line, Clients and Government Agencies.
5. To advising and consulting client to pay tax for TRA
6. Help the customers or clients to calculate tax liability during the compliance.
7. To ensure those documents is compliance in files after making clearance of cargo,
8. To report those Logistics Operation during the clearance of cargo
9. To achieve solving any query online and manually, front to the TRA (Long room).
10. To perform any other duty as assigned from time to time by the supervisor.
11. The all task of Exportation and Importation will be done by me and assisted with staffs

**OTHER PROFESSIONAL EXPERIENCE (FIELD)**

**POSITION:** LOGISTICS SUPERVISOR (July to September 2010)

**FIELD WORK:** CMTL COURIER and MOVERS LOGISTICS Co LTD

**Duties and Responsibilities**

1. Receive documents and compliance to the files.
2. To arrangement cargo for exportation and distribution.
3. Record Incoming and Outgoing in Warehousing.
4. Control Movements of imported and exported cargo for ensure recorded Book list,
5. To make sure that all Cargo is packed by labour kept in safety.
6. To report all information concerned distribution and Logistics Arrangement to
Logistics manager.

**TENDER PERFORMED/MANAGED**

* **– Tender August to September 2010**

It was a tender for Movers, Staffing and transport the U.S.A Residential Commission from Dar –es salaam Oster bay -Tanzania to Nairobi -Kenya. CMTL Courier & MOVERS was responsible as the transporter for all the Properties and Equipment owned by Commissions from DSM to Nairobi. I was the Supervisor Officer while performing other daily Activities.

**Key Responsibility**: Documentation, organizing, co-ordination of the trucks and other outsourced transporters form loading at Dar es Salaam Oster bay until delivery at Nairobi-Kenya, invoicing, payments follow up, provision of advance payment to third party transporters, subcontracting of trucks.

* **Tender between Shedol construction company limited with Sunda International for**

**Customs clearance 100 containers of construction materials August 2014**

It is the project for the Importation and clearance Procedure from Dar es Salaam port to the Sunda Warehouse –Ubungo business millennium Parks

**Key Responsibility**

Managing the transportation of containers from DSM to Sunda Warehouse (tracking, provision of customer report on trucks location, debriefing of drivers on road condition before departing, payments follow up) Preparation for those necessary permits such as TBS, Government Chemistry etc

* **Permanent contract with NBC Bank for Transportation of Heavy ATM Machines for Several Regions (Within Tanzania as Local Export) 2010 August**

It was movement of 25 ATM Machine from Dar Es Salaam to Mbeya, Songea, Mwanza and Bukoba

**Key responsibility**

Preparation of contract, TANROADS permit application, debriefing of drivers on route planned before departing, invoicing and payments follow up to customer, tracking and provision of customer report on trucks location.

**ONGOING TRAINING:**

**Performing at CMTL COURIER & MOVERS for dealing with Packaging Process with Staffing, Export and Importation Procedure, Warehousing Arrangements, Local Movers and Office Movers**

**PROFESSIONAL SKILLS/EXPERTISE:**

**AREA OF EXPERTISE**: Clearance in Documentation and Port Operations with International Tariffs.

**OTHER TRAININGS**:

* TANCISS – issued by Tanzania Revenue Authority (TRA)
* Computer skills; Internet, E-Mail, Word, Excel, PowerPoint, Access, Good typing skills.
* I have attended a training and Seminar of Logistics and Transport Forum under NIT (National Institute of Transport) and CILT from UK at Blue Pearl Ubungo Plaza 2011.
* I have attended a Seminar of TAFFA at Kalimjeer Hall offered by UBA Bank from Head Branch in Tanzania October 2011.

**LANGUAGES:**

* English language.
* Swahili Language.

**MY HOBBIES:**

* Exercising/ Body Building & Fitness.
* Studying new things.
* Reading books, journals and newspapers, Browsing
* Playing games & swimming.
* Listening music

 **REFEREES:**

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| --- | --- | --- | --- |
|  | **NAME** | **TITLE** | **CONTACT** |
| 1. | **GERHARD BRITS** | **HEAD OF TRANSPORT**DANGOTE CEMENT TANZANIA LTDMtwara-Tanzania | **P.O.BOX 1241****Mtwara****Mobile:0622609362** **0778435808****Email: gpb.tps@gmail.com** |
| 2. | **JOSEPH WALINGOZI**  | **FLEET MANAGER**DANGOTE CEMENT TANZANIA LTDMtwara-Tanzania |  **P.O. BOX1241** **Dar es Salaam****Mobile: 0754601084**Email:joseph.walingozi@dangote.com |
| 2 | **HAMISI.M.MNAMBILA** | **ASSISTANT ADMINISTRATION MANAGER**WARRIORS LOGISTICS AND BUSINESS CENTERDar es Salaam-Tanzania | **P.OBOX 12922****Mobile: 0762232498**Email:mnambizo@gmail.com |