

CURRICULUM VITAE

Name: Gloria Macloud Lyimo

Date of birth: 30/05/1996

Marital status: Single

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PROFESSIONAL SUMMARY

I am Trustworthy and punctual individual with Qualification in bachelor degree in procurement and logistics management with strong negotiation skills, strategic skills, financial acumen, relation and project management skills, with sufficient working ability in sourcing, negotiation terms, purchasing items, sales and consultation of regulatory filings, I am able to work well both in a team environment as well as individual, I am adaptable to all challenging situations to gain new skills.

EDUCATION BACKGROUND

<u>Institution</u>	<u>Year</u>	<u>Awarded</u>
Mzumbe University	2016- 2019	Bachelor of Business administration in procurement logistics management
Canossa High School	2014-2016	Advance Certificate of Secondary Education
Canossa Secondary School	2010-2013	Certificate of Secondary Education
Other awards	2019	Certificate of federation of procurement and supply

WORKING EXPERIENCE

10/2021 To Present Procurement & Logistics officer – Knauf gypsum Tanzania ltd-Dar es Salaam

- Create purchase order, purchase stock, update vendor detail and making sure monitoring all supply chain activities.
- Establish and source contract through contract management software for various suppliers.
- Dealing with suppliers on spares and maintenance for plant.
- Communicate effectively with supplier to confirm orders and freight.
- Negotiate with supplier to obtain the optimal price for purchase.
- Sourcing for Vendor and build up relationship.
- Analyze materials that are needed to be ordered based on the lead-time, safety stock.
- Assist with account payable and account receivable documentation.
- Preparing report and making presentation in order to keep updated and reliable information.

- Responsible for keeping record and proper documentation to ensure availability for supplier's information.
- Review freight rates and other transport cost to keep working cost low
- Execute logistics plans to move product and package to reach destination on schedule.
- Maintain quality through logistics process.

Skills Gained

interpersonal skills, problem solving and Time management ,Negotiation Skills and strategic sourcing.

02/2020 To 10/2021

Administrations and Procurement Intern –Tanesco Kinondoni South

- Assist with general office duties such as answering phone calls, managing emails and maintain office supplies.
- Support the organization and scheduling meetings, conference, and events.
- Collaborate with cross-functional teams to ensure efficient workflow and efficient workflows and effective communication.
- assisting with evaluation and selection of suppliers, ensuring compliance with company policies and procedures
- Conduct market research to identify potential suppliers and evaluate their capabilities.
- Analyze procurement data to identify cost-saving opportunities and optimize procurement process.
- Assist with the maintenance of procurement records and documentation.
- Participate in meeting and training session to enhance knowledge of procurement best practice.

Skills Gained

office administration, knowledge on procurement process and team work skills.

SKILLS AND ATTRIBUTES

- Strategic sourcing
- Vendor Management
- Strong interpersonal skills
- Negotiation skills
- Leadership skills
- Computer skills (Microsoft word, Microsoft excel, power point, outlook, SAP System).

REFEREES

Edmas Kilonda

Procurement officer

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house

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Mr.Ombeni Nkya

Procurement Manager

Knauf gypsum Tanzania limited

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Mr. Clinton Kimonge

Sales Manager

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DECLARATION

I Gloria Macloud Lyimo, the undersigned hereby declare that to the best of my knowledge, this information provided in this document correctly describe myself, my academic qualification and working experience.

GLORIA MACLOUD LYIMO

