

# ALDRIAN N. MUPAMOMBE

Logistics & Warehousing Executive

Accomplished Logistics & Warehousing Executive with extensive experience in supply chain management, inventory control, and distribution strategies. Proficient in streamlining operations, reducing costs, and enhancing efficiency through innovative process improvements. Adept at leading cross-functional teams, and implementing technology solutions to optimize warehouse management and logistics coordination.

## EDUCATIONAL QUALIFICATIONS

- Master of Science (MSc) in Supply Chain Management.
- Bachelor of Commerce (Honors) Degree in Supply Chain Management.
- Customer Service & Communication Skills Training

## PROFESSIONAL EXPERIENCE

### POSITION: Logistics Operations Assistant

Velocity Logistics, Zimbabwe | February 2024 to October 2024

#### Job Responsibilities

- Coordinating daily shipment schedules and ensuring accurate tracking of inbound and outbound deliveries.
- Maintaining detailed inventory records to support real-time stock management and minimize discrepancies.
- Assisting in developing efficient supply chain solutions to enhance delivery timelines and cost-effectiveness.
- Communicating with vendors and transport companies to arrange timely and reliable freight services.
- Collaborating with warehouse staff to optimize space utilization and streamline order fulfillment processes.
- Generating detailed reports on logistics performance metrics to inform strategic planning and improvements.
- Supporting the logistics team in implementing new software systems for enhanced operational efficiency.

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## DETAILS

- Nationality  
Zimbabwean
- Date of Birth  
06 September 1997
- Gender  
Male
- Availability  
Immediately
- Visa Status  
Visit Visa
- Languages  
English (Fluent)

## LITERACY

- MS Word
- MS Excel
- MS PowerPoint
- MS Outlook

## **POSITION: Procurement and Transport Officer**

Bellevue Abattoir and Butcheries, Zimbabwe | Jan 2022 to Jan 2024

### **Job Responsibilities**

- Overseeing the procurement process to secure cost-effective and quality supplies from reliable vendors.
- Negotiating contracts with suppliers to achieve favorable terms and long-term partnerships.
- Coordinating the timely transportation of goods while minimizing delays and optimizing route efficiency.
- Managing relationships with logistics providers to ensure seamless delivery and compliance with agreements.
- Conducting market research to identify new suppliers and assess competitive pricing strategies.
- Ensuring all procurement activities adhere to company policies and regulatory compliance requirements.
- Monitoring inventory levels to anticipate procurement needs and avoid supply chain disruptions.

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## **POSITION: Warehouse Attendant / Stores Clerk**

FBM Haulage, Zimbabwe | January 2021 to Dec 2021

### **Job Responsibilities**

- Receiving and inspecting incoming shipments to verify accuracy and quality against purchase orders.
- Maintaining organized and updated records of inventory movements for accurate stock management.
- Assisting in the loading and unloading of goods to ensure efficient warehouse operations.
- Coordinating with procurement teams to replenish stock levels and prevent shortages.
- Managing the proper storage of items to maintain product integrity and optimize space usage.
- Preparing and processing documents for the dispatch of goods to various departments or customers.
- Ensuring compliance with safety protocols and cleanliness standards within the warehouse environment.
- Assisting in labeling and organizing items for easy retrieval and distribution.

## **CORE SKILLS**

- Safety awareness
- Excellent customer service
- An ability to follow rules and procedures
- Teamwork
- Remaining calm under stressful situations
- Reliability, flexibility and adaptability
- Empathy and understanding
- Organization and attention to detail skills.

## **ATTRIBUTES**

- Communication
- Teamwork
- Problem-Solving
- Time Management
- Adaptability
- Customer Service
- Attention to Detail
- Organization
- Interpersonal Skills
- Multitasking

## **REFERENCES**

- Available upon request