

CURRICULUM VITAE

PERSONAL DETAILS

Name: Tobias Magak

Date of birth: 15th, APRIL, 1972

Marital status: Married.

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Nairobi.
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(mail:tmagak2002@yahoo.com)

Nationality: Kenyan.

Religion: Christian.

EDUCATION BACKGROUND

1993-1994: **Kenya institute of Cargo Forwarders**

Attended a diploma course covering the following areas:

- Advance maritime Economics.
- Maritime Law
- Practical Freight Forwarding and Documentation
- Cargo Storage and Warehousing
- Containerization
- Maritime Insurance

- Office Management
- Shipping Practice
- Cargo classification
- Import and Export documentation

1987-1990:

Olembo High School

Having satisfactorily completed the approved 8-4-4 system of education.

Work Experience

September 2012 to date: **Kuehne – Nagel Ltd**

Designation: Declaration Officer.

Deputizes key account manager Colgate Palmolive E.A Ltd overseeing supply chain logistics from various countries across the world from where they manufacture, ship and distribute either directly or through customs bonded warehouse, where again, they are exported across the E.A.C region.

I also run a number of programmes in tandem with the changing dynamic environment and in an effort to deliver to our clientele.

One key programme is KPI- This is a performance index of all our operations, whereby, we appraise performance against certain set targets in terms of time and efficiency.

The KPI programme has bench marks in terms of time it takes to clear a shipment from the date of discharge to the time it leaves the port for delivery and order delivery from warehouse to the market.

This way, time is always allocated to each operation(s) and every department is allocated their time in the supply chain process and it would be easy to identify area(s) where delay may occur and the requisite remedy to correct the same.

On top of the above, am currently undergoing the Kenya School of Revenue Authority which is being administered by Kenya Revenue Authority to bolster and strengthen my experience and strong background in the freight industry.

Based on the above, I also run another programme called T/O- This is in short is Turn Over in terms of volume.

This index helps the company track its operations so that it would be in a position to know how much business they handle in one calendar month and annually.

2007-2011: **Worldwide Movers (K) Ltd.**

Designation: **Assistant Operation Manager**

In-charge of ten staff working in different customs designated clearance points across the country.

- Declaration of entries through the Simba system
- Declaration of IDFs through the Orbus system
- Liaising with customs officials whenever there was need in relation to the overall clearance.
- Liaising with our clients on prompt clearance of shipments and giving daily updates on status of clearances.
- Handling of our general and particular bonds both in Nairobi and Mombasa.
- Preparing cancellation vouchers and following up the same with the bond management unit at customs department.
- Handling house hold goods and personal effects, both for the diplomatic and returning residents.

- Processing various exemptions papers such as Pro1B/A/C, DA1, DFN and general exemptions through the treasury.

2003-2005: **Willima Enterprises Ltd.**

Designation: **Operations Executive officer.**

- Handling removals and general clearing and over seeing a work force of five both in the office and in the field.
- Declaration of C63 entries through the system and processing of IDFs.
- Coordinating and Liaising with our clients and giving daily updates on the status of clearances.

2002-2003: **Panworld Holdings Ltd.**

Designation: Port Clerk

- Processing and clearing all our consignment both at JKA, Mombasa and border points.
- Declaration of C63 and processing the same with customs.
- Processing IDFs and updating both the office and our clients.

1994-2002:

Cargotrav Ltd.

- Joined from college and started as a port clerk rising through the ranks to assistant operations at the time of leaving the company.
- Doing declarations on imports, transit, warehousing, export and ex-warehousing entries.
- Processing IDFs and Clean report of Findings with various inspection agencies on compliance requirement by Kobs.
- Was in charge of our customs bonded warehouse at Signon Freight Complex.
- Processing warehousing entries, ex-warehousing entries.
- Processing extensions for about to expire warehoused goods.
- Processing change of ownership for warehoused goods.

Achievements

- Computer literate
- Simba system trained(Tradex) on attaching manifest, declaration module
- Orbus trained for online IDF processing.
- Trained in the E.A.C.C.F.P.C(Dec-June,2013)

REFEREES:

- Mildred Nyaguti
Tel: 0720919119.
- Siraj Njuki
Willima Enterprises Ltd.
Te0722784204
- Linder Juma
Worldwide Movers(K) Ltd
Tel:0721995431