

CURRICULUM VITAE OF VUYO MADUBEDUBE

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Professional Summary

I am an enthusiastic Account Manager with a background in the Supply chain, procurement, and logistics industry. I have 15 years of full-time employment under my belt, I can conceptualize, plan, and execute projects on my own, or with a team.

Work History

Marimba Education Foundation **2010-01 to 2010-12**
Marimba Educator - Soweto, Gauteng
Basically, in this position, I used to teach Marimba children from disadvantaged communities.

MultiChoice Group 2011-06 to 2014-12
Customer Service Representative - Randburg, Gauteng
I used to work in the inbound call center assisting internal and external customers with activation, technical queries, and billing queries. I also used to coach recruits "newly trained employees".

On the Dot **2015-01 to 2018-12**
Procurement Officer - Randburg, Gauteng

- Manage Warehouse facilities.
- Manage OHS in the facility.
- Manage operation costs as per the budgets.
- Initiate new Supplier onboarding requests.
- Monitor and manage Operational costs.
- Ensure that payments are made accurately and within a specified period and make follow-ups with approvers.
- Plan, schedule, assign, inspect, record, and administrate transport operations.
- Monitor all deliveries and highlight exceptions to clients.
- Manage and assist with the processing of complete and accurate invoices and related transactions.
- Ensure that payments are made accurately and within a specified period.

M24 Logistics **2019-01 to 2022**
Receiving inbound Team Lead - Randburg, Gauteng

- Monitor all deliveries and highlight exceptions to clients
- Manage and assist with the processing of complete and accurate invoices and related transactions
- Ensure that payments are made accurately and within a specified period
- Monitor all deliveries and highlight exceptions to clients
- Plan the daily receiving stock returned schedule and resources.
- Prepare all documentation for returned stock deliveries into Receiving Dpt.
- Participate in ad hoc special projects and requests, monitoring progress, and dealing with other problems as they arise.
- Identify timeously address problems and opportunities in the receiving area.
- Make sure all new stock is received within 48 hours
- * Accurate, consistent, and timeout information flow
- * Report daily returns to the DC Manager
- * Report on operations as required to assist with management decision-making.

Manage Warehouse facilities

- * Manage operational costs as per the budgets
- * Reduce departmental overtime
- * Monitor and manage Operational costs.

Reporting

- * Facilitate stock take with stock controller and send monthly report to Multichoice of stock take results
- * Ensure compliance with the team for company and safety procedures, policies, and regulations.
- * Send monthly OHS report to Multichoice.

Account Manager - Randburg, Gauteng

- Develop and implement account plans and approaches in line with the B2B and B2C sales strategy. MCSA Account plans are understood by M24L and up to date.
- Implement supply chain strategy: Repeat business growth, Management of Ad-hoc projects, Management of relationships with clients. Attend monthly meetings.
- Reporting: Daily, Weekly, and Monthly reports to manager, stakeholders, and clients
- Manage the Supply Chain Cost: Warehouse and courier costs to be in line with budget and Warehouse cost reduction targets. Work with the DC manager to ensure that all costs are charged to the client.
- Manage Warehouse facilities and work with NMS
- Manage OHS in the facility.
- Manage operation costs as per the budgets.
- Monitor and manage Operational costs.
- Ensure that payments are made accurately and within a specified period and make follow-ups with stakeholders.
- Plan, schedule, assign, inspect, record, and administrate transport operations.
- Monitor all deliveries and highlight exceptions to clients.
- Manage and assist with the processing of complete and accurate invoices and related transactions.
- Ensure that payments are made accurately and within a specified period.

Education History

Bhukulani Senior Secondary School 2007**Senior Certificate** - Soweto**University of Johannesburg - 2014****Transportation Management** - Johannesburg

I have completed a 3-year diploma qualification which included modules such as:

Project management

Contract management

Strategic management

Logistics management

Transportation and warehousing

University of the WITWATERSRAND Johannesburg - 2017**Applied Logistics and Supply Chain Management** - Johannesburg

The structure of the course is as follows:

Logistics

Strategic logistic management

Structuring the logistic value chain

Gaining a competitive advantage through logistics

Operationalizing logistic systems

Distributing methods

Supply chain

Material Flow

Information Flows

IMM Graduate School - Doing my 3rd year**Bachelor of Business Administration (BBA) in Marketing Management** - Johannesburg

I am currently doing a 3-year degree qualification, the course structure is as follows:

Business Management 1,2 &3

Financial Management 1,2 &3

Marketing 1,2&3

Brand Management

Digital Marketing

Integrated Marketing Communication

Business-to-Business Marketing

Business Communication

Skills

- Leadership skills.
- Communication skills.
- Business acumen.
- Relationship savvy.
- Results-oriented.
- Ability to organize.
- Negotiation skills.
- An appetite for learning.
- Interpersonal management skills

References

NAME Mr. Jose Kamba
RELATIONSHIP: M24 Logistics Warehouse Manager
CONTACT DETAILS 073 431 4568

NAME Mr. Jabulani Mkhwanazi
RELATIONSHIP: M24 Logistics GM Business Development
CONTACT DETAILS 083 504 5816

NAME Mrs. Lindiwe Nkosi
RELATIONSHIP: Line Manager at Multichoice
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