

# **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**

<b>Marimba Education Foundation</b> <b>Marimba Educator</b> - Soweto, Gauteng Basically, in this position, I used to teach Marimba children from disadvantaged communities.	<b>2010-01 to 2010-12</b>
<b>MultiChoice Group</b> 2011-06 to 2014-12 <b>Customer Service Representative</b> - 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".	
<b>On the Dot</b> <b>Procurement Officer</b> - Randburg, Gauteng <ul style="list-style-type: none"><li>• Manage Warehouse facilities.</li><li>• Manage OHS in the facility.</li><li>• Manage operation costs as per the budgets.</li><li>• Initiate new Supplier onboarding requests.</li><li>• Monitor and manage Operational costs.</li><li>• Ensure that payments are made accurately and within a specified period and make follow-ups with approvers.</li><li>• Plan, schedule, assign, inspect, record, and administrate transport operations.</li><li>• Monitor all deliveries and highlight exceptions to clients.</li><li>• Manage and assist with the processing of complete and accurate invoices and related transactions.</li><li>• Ensure that payments are made accurately and within a specified period.</li></ul>	<b>2015-01 to 2018-12</b>
<b>M24 Logistics</b> <b>Receiving inbound Team Lead</b> - Randburg, Gauteng <ul style="list-style-type: none"><li>• Monitor all deliveries and highlight exceptions to clients</li><li>• Manage and assist with the processing of complete and accurate invoices and related transactions</li><li>• Ensure that payments are made accurately and within a specified period</li><li>• Monitor all deliveries and highlight exceptions to clients</li><li>• Plan the daily receiving stock returned schedule and resources.</li><li>• Prepare all documentation for returned stock deliveries into Receiving Dpt.</li><li>• Participate in ad hoc special projects and requests, monitoring progress, and dealing with other problems as they arise.</li><li>• Identify timeously address problems and opportunities in the receiving area.</li><li>• Make sure all new stock is received within 48 hours</li><li>* Accurate, consistent, and timeout information flow</li><li>* Report daily returns to the DC Manager</li><li>* Report on operations as required to assist with management decision-making.</li></ul>	<b>2019-01 to 2022</b>
<b>Manage Warehouse facilities</b> <ul style="list-style-type: none"><li>* Manage operational costs as per the budgets</li><li>* Reduce departmental overtime</li><li>* Monitor and manage Operational costs.</li></ul>	
<b>Reporting</b> <ul style="list-style-type: none"><li>*Facilitate stock take with stock controller and send monthly report to Multichoice of stock take results</li><li>*Ensure compliance with the team for company and safety procedures, policies, and regulations.</li><li>*Send monthly OHS report to Multichoice.</li></ul>	

## M24 Logistics

2023-03 to Present

### 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**

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

## **References**

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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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