

Curriculum vitae for Ray Musimbe

Ray Musimbe

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PERSONAL DETAILS

I.D NUMBER: 47-189632-C-80

DATE OF BIRTH: 11 December 1993

NATIONALITY: ZIMBABWEAN

LANGUAGES: ENGLISH AND SHONA

DRIVER'S LICENSE: YES, CLASS TWO

PASSPORT: YES, ZIMBABWEAN EXPIRING 2027

CURRENT LOCATION: HARARE, ZIMBABWE

EXECUTIVE SUMMARY

- A Supply Chain Manager for more than 5 years with specialty in Procurement, both public and private. A holder of second-class degree in supply chain management.
- Excellent ability to supervise and monitor all team and purchasing activities, as well as extensive knowledge of inventory, assets, operations, logistics, transportation management and risk management.
- Worked with monthly procurement budgets above USD200, 000.00 and archive over 8% in cost reduction and saving.
- Areas of expertise include procurement process and activity management, both international and domestic procurement, procurement planning and budgeting.
- Industries worked in include Motor industry (Parts, Tyres, wheels and suspension services), Information and Communication technologies and other modern technologies, Retail and Manufacturing and Parastatal.
- A recognized expert in supply chain management (Procurement function, stores, inventory, transportation, logistics and asset management).

EDUCATION

Tertiary Education

Chinhoyi University of Technology November 2017 (*BSc Honours Degree in Supply Chain Management*) Specialising in Procurement Upper Second Class (2.1)

Membership - Chartered Institute of Procurement & Supply (CIPS) – In-progress

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WORK EXPERIENCE

Teecherz Home and Office Head Office (Current)

Group Procurement Officer

- Responsible for identifying and evaluating suppliers and services, negotiating contracts and ensuring cost-effective purchases.
- Effective and proven superior procurement budgeting, planning and costing for both international and domestic purchases.
- Implemented technology assessments to improve the speed and effectiveness of market research, supplier base expansion, supplier identification, supplier evaluation, supplier relations management which contributing significantly to cost and time savings.
- Processing requisitions from different departments and archived high customer satisfaction percentage for two factories and 26 retail branches.
- Spearheaded the suppliers list and vendor management
- Reduced procurement cost by 5% through effective procurement strategies and negotiating for better payment terms and discounts.
- Improved supplier relations, procurement efficiency through the implementation of technology

**Telecontract Pvt Ltd Head Office Telecommunication Industry February 2020 to July 2021-
1year 5 months**

Procurement Officer

- Procurement management both local and international purchases.
- Responsible with evaluating suppliers, products and services, negotiating contracts and ensure purchases are cost efficient and of high quality.
- Effective Procurement budgeting, planning and costing for both international and local purchases.
- Managed to have an effective procurement plan and company procurement policy implementation.
- Effective inventory managing and maintaining accurate purchase and pricing records.
- Excellent contracts, supplier, relationship management and negotiating skills.
- Administration and participated in stock takes.

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Tiger Wheel and Tyre Borrowdale Motor Industry (March 2018 to Jan 2020)-1year 10months

Supply Chain Officer

- Achieved excellent record of inventory management through effective receiving and dispatch plan which resulted in reduction of stock holding cost by 5%.
- Managed to have excellent track record with less variance on all participated stock takes which reduced organizational carrying cost and stock obsolescence.

Mutare Teachers College Education (March 2016 to March 2017)- 1 year

Procurement Assistant

- Responsible with processing requisitions, sourcing quotations, supplier evaluation and order placement.
- Managed to demonstrate effective supplier relationship creation and maintaining which unlocked extensive mutual benefits.
- Archived timely order fulfillment as a result effective procurement execution
- Gained acquaintance of Public Procurement and disposal of Public Assets processes and procedures.

KEY SKILLS

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- Excellent appreciation of Procurement duties and excellent ability to achieve its goals
 - Proficiency in Computers and software such as: Microsoft -Word, Excel and PowerPoint Enterprise Resource Planning (ERP) systems such as SAP, Odoo and Pastel, Sage Evolution and Extensive knowledge in use of Social media platforms.
 - Good Communication Negotiating Skills Leadership skills, Interpersonal skills, a good team player and able to establish ongoing relationships.

INTERESTS

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- Soccer and Chess

REFERENCES

- **Available on request**

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CHINHOYI UNIVERSITY OF TECHNOLOGY



We hereby certify that

MUSIMBE RAY

Having completed the programme of study approved by the University in the

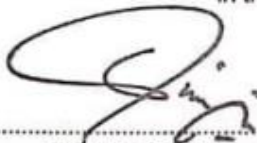
SCHOOL OF ENTREPRENEURSHIP AND BUSINESS SCIENCES

and having satisfied the Examiners

has this day been awarded by the Senate a

BACHELOR OF SCIENCE (HONOURS) DEGREE IN SUPPLY CHAIN MANAGEMENT

in the **UPPER SECOND**


Vice Chancellor

*ISSUED TRUE COPY OF THE DIVISIONS
HEAD
PRODUCTION UNIT CHINHOYI*

*THE HEAD
CHERUTOMBO HIGH SCHOOL
12 MAR 2018
P.O. BOX 261
MARONDERA
PHONE: 027923 23544*


Registrar

Date: **19 DECEMBER 2017**



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