

# SIMBARASHE MAPUMA

## WAREHOUSE MANAGER, DISTRIBUTION & LOGISTICS PROFESSIONAL

### CONTACT DETAILS



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### PROFESSIONAL PROFILE

Highly productive and results-oriented warehousing, distribution, transportation, procurement and Logistics management professional with a demonstrated ability to significantly reduce distribution and supply chain costs by standardizing processes, planning favorable routes through orders consolidating and streamlining supply channels. Adept in outbound and inbound logistics by developing key relationships with strategic partners and fully committed to work ensuring the organization continually moves in the right direction. Fully conversant with modern Warehouse Management Systems(WMS), stock management, fleet management, warehouse operations systems and control. A well-versed Warehouse All Rounder with 15 years hands on experience within Manufacturing, FMCG & Food & Beverages industry

### CORE COMPETENCIES

○ Material Requirements planning (MRP) ○ Warehouse Management ○ Distribution Planning ○ Quality & Safety Control ○ Outbound Logistics ○ Stock Management ○ Inventory Control ○ Inbound Logistics ○ Transport planning ○ Warehouse Space Management ○ Fleet Management ○ Warehouse Bin Location System ○ Procurement

### EDUCATION AND TRAINING

- Member of Chartered Institute of Purchasing & Supply (C.I.P.S) and Chartered Institute of logistics and Transport (C.I.LT)
- Diploma in Stores Management & Stock control, Diploma in logistics, materials & supply chain management
- 6' Ordinary level passes and 2 Advanced level passes

### SKILLS AND COMPETENCIES

**Job Related Skills:** Sound knowledge of supply Warehouse Management Systems(WMS) practices with a strong background in coordinating and overseeing the dispatching of goods, stock receiving, stock receipting, stock issuing, stock transfers, ordering etc.

- Ability to handle and coordinate the inbound and outbound logistical functions procedurally and systematically in a way that reduces expenditure.
- Ability to implement warehouse operational systems, security and procedures (SOP)

**Personal Skills:** Sound Leadership Skills, Decision Making, Developing Others, Ability to prioritise tasks, problem solving skills, planning and organisation, hands-on and non-ostentatious approach to getting things done.

**Other Training and Computer Skills:** Warehouse Management Systems(WMS), Food Safety management systems, Clean as you go, 5s Hygienic motto protocols, Quality elements, HACCAP, **Forklift operation training, Clean Class 4 Drives licence**, Human Resources Disciplinary Procedures, SYSPRO, SAP, Sage Evolution, Qwix Agile (Barcoding & Scanning system), AS400, SharePoint, Ms Word, Ms Excell & Ms Outlook

### KEY ACHIEVEMENTS

- Managed to stop the over picking, under picking, picking wrong products at Pail Pac PTY(Ltd) due to effective Bin location system, stock packing and checking skills.
- Managed to reduce the time taken by Auditors and Company Internal stock takers in conducting stock take at Poly Real PTY(Ltd) due to good housekeeping, stacking, improved warehouse layout and warehouse presentation preparedness.
- Managed to come up with an effective stock management system at Precision piling PTY(Ltd) that eradicates the unnecessary running out of stocks and unnecessary buying of stock which is not wanted (overstocking)
- Recorded the lowest expired stock levels, obsolete stocks in the warehouse at AJS PIES PTY (Ltd) due to effective stock rotation practices.
- Reduced Customers complains through meeting delivery targets deadline times due to Vehicles preloading, on time departure compliance of trucks and on time turn around loading and offloading of trucks at the yard.
- Managed to reduce time taken by pickers searching for stocks in the warehouse during picking process at Poly Real PTY(Ltd) due to good warehouse stacking measures, packing and good looking presentation of the warehouse.

## **WORK EXPERIENCE**

**Poly Real Trading (PTY)Ltd (Capetown South Africa)- Plastics Industry**

**Warehouse/Stores Manager- Duration August 2016 to December 2021**

### **Duties & Responsibilities:**

#### **WAREHOUSE/STORES OPERATIONS RESPONSIBILITIES**

- Ensuring that the goods in the warehouse are properly stacked and clearly labelled
- Planning, organizing and controlling of overall warehouse operations
- Safe guarding company assets and ensures tight control of stock in the warehouse
- Ensuring delivery targets are met through vehicle preloading and on time departure compliance of trucks
- Coordinating monthly stock take and ensures discrepancies are fully explained and investigated
- Responsible for procurement of raw materials and following up orders placed with the Supplier
- Ensuring effective and safe use of warehouse equipment
- Managing stock levels and ensuring raw materials are ordered timeously before stock runs out
- Minimize stock loss, shrinkages, expiring stocks, obsolete stocks through stock rotation and weekly stock counts
- Ensuring the goods produced are checked, captured and timeously moved from production to finished goods warehouse
- Co-ordinated with the relevant departments regarding deliveries and keeping all parties informed of any changes
- Ensuring correctness in picking, packing, loading, invoicing and offloading of vehicles
- Generating pickings slips and making sure stock is picked, invoiced and loaded as per picking slip and invoice.
- Ensuring GRV, stores requisitions notes and purchase requisitions note (PRN) are processed timeously in the system
- Weekly liaising with Receiving supervisor and Stores on consignments coming for offloading
- Ensuring Samples are taken by the Quality control department for the raw materials received
- Manage stocks movements between warehouses
- Responsible for Staff roster and booking staff on attendance register
- Ensuring the IBT (inter branch stock transfers) and internal stock transfers raw are timeously processed in the system
- Managing the annual license renewal, service and repairs of vehicles
- Checking PODs after delivery and submitting invoices to Accounts department for payment
- Ensuring GRN (goods returned by customers) are checked and send to Accounts for credit note to be passed
- Responsible for staff induction training, performance reviews, appraisals and facilitate training on quality, health and safety awareness in the working environment
- Generating reports such as weekly stock holding, purchase summary, daily delivery summary and stock balance etc.

#### **PROCUREMENT RESPONSIBILITIES**

- Procuring of raw materials and packaging material as per production requirements
- Forecast for raw materials and packaging with suppliers
- Ensuring following up on the orders placed with the supplier
- Ensuring the company has alternative /secondary suppliers i.e. At least two Suppliers per product
- Completing of credit applications forms
- Liaising with Finance Department for Suppliers payments and COD Suppliers
- Receiving stores purchase requests and processing of Purchase order
- Ensuring raw materials and packaging materials are delivered on time
- Communicating all shortages or unavailability of materials to production Manager
- Managing the loading of all new raw materials and packaging material onto ERP system
- Negotiate prices with Suppliers and ensures prices are updated on ERP System accordingly

## **Pail Pac (PTY) Ltd (Johannesburg South Africa)- Plastics Industry**

**Distribution Supervisor: March 2015 to July 2016**

### **Duties & Responsibilities:**

- Planning distribution scheduled and ensuring orders consolidated to cut distribution costs
- Ensuring the correctness in loading of vehicles
- Ensuring effective and safe use of warehouse equipment
- Route, schedule, pack and prepare orders for delivery and collections
- Responsible for Staff roster and booking staff on attendance register
- Liaising with QC department regarding customer's orders go out with COCc and COAs
- Participate in weekly stock counts and monthly stock take
- Ensuring stock rotation is practiced at all times(FIFO)
- Managing performance of Forklifts, reach trucks and making servicing arrangements
- Generating picking slips and ensuring goods are picked, invoiced and loaded as per picking slips and invoice
- Ensuring real time processing of documents i.e. IBT, GRV, PO & STN
- Liaising with transporters and courier company for collection
- Ensuring proper handover is done for the incoming shift
- Ensuring delivery targets are met
- Reconciling and take out stock of the diesel filled in the Forklifts and Reach Trucks
- Allocating stock in the system and ensuring stock is pulled and packed away
- Ensuring cleanliness of the warehouse
- Performing internal stock transfers and inter branch stock transfers in the system
- Ensuring Warehouse bin cards are updated and maintained
- Staff Supervision and ensuring health and safety is maintained in the working environment

## **AJ'S PIES (PTY) Ltd (Durban South Africa)-Food Manufacturing Industry**

**Receiving Manager /Buyer -June 2013 to November 2013**

### **Duties & Responsibilities:**

#### **STORES OPERATIONS RESPONSIBILITIES**

- Issuing of raw materials to production and updating in the system
- Develop and maintaining strong relationship with the supplier
- Ensuring GRV is processed on goods received
- Ensuring stock rotation is practiced at all times
- Prepare Material Requirements Planning Proposal (MRP) and forward to Director for authorization before placing an order
- Update material cost whenever there is price increase
- Assisting with dispatching of trucks in the absence of Dispatch Manager
- Obtain quotations before placing order with the supplier
- Generating PO and sending them to Suppliers
- Follow up on orders placed with the supplier
- Conducting weekly stock counts and monthly stock take
- Processing Stores requisitions and Purchase orders
- Responsible for Staff roster and booking staff on attendance register
- Ensured effective and safe use of warehouse equipment while ensuring safety of staff
- Maintaining documentation and keeping accurate records of warehouse activities.
- Ensuring safe tight keeping of stock in the warehouse
- Supervision of Stores Staff

- Responsible for housekeeping, warehouse layout and presentation
- Assisting with Forklift operating when need be
- Monitoring the temperature of refrigerators, freezers, blast freezers and making sure temperature is at per the set standard
- Implemented best practice warehousing principles, policies and processes ensuring that the best health and safety meets the required standards and that risk assessments are carried out
- Ensured hazardous materials are stored in accordance with requirements
- Ensured that all staff comply to health, safety and environmental regulations and work safely to protect themselves and others in the warehouse

### **PROCUREMENT RESPONSIBILITIES**

- Procuring of raw materials and packaging material as per production requirements
- Forecast for raw materials and packaging with suppliers
- Ensuring follow up on the orders placed with the supplier
- Ensuring the company has alternative /secondary suppliers i.e. At least two Suppliers per product
- Completing of credit applications forms
- Liaising with Finance Department for Suppliers payments and COD Suppliers
- Receiving stores purchase requests and processing of Purchase order
- Ensuring raw materials and packaging materials are delivered on time
- Communicating all shortages or unavailability of materials to production Manager
- Managing the loading of all new raw materials and packaging material onto ERP system
- Negotiate prices with Suppliers and ensures prices are updated on ERP System accordingly

### **Precision piling (PTY) Ltd (Durban South Africa)- Steel Construction Industry Yard/Stores Manager-January 2010 to April 2013**

#### **Duties &Responsibilities:**

- Calculated wages for steel fixers and submit to payroll department
- Manage day to day yard activities
- Production planning, ensuring tight safekeeping of material at the yard
- Facilitate the procurement of materials by managing stock levels
- Ensuring depart budget is kept at minimum
- Maintain discipline in the working environment
- Responsible for Staff roster and booking staff on attendance register
- Ensuring healthy and safety are adhered to in the working environment
- Ensures customer's orders are marked and packed separately
- Opening and closing of the stores yard Conducting weekly stock counts
- Receiving and dispatching of material
- Ensures correctness in loading of vehicles
- Maintaining housekeeping at the yard
- Ensuring production targets are met
- Checking materials loaded onto trucks

### **Mega Pak Zimbabwe (PVT) Ltd- Plastics Industry Warehouse Clerk- March 2006 to November 2008**

#### **Duties &Responsibilities:**

- Ensured the efficient management and control of the Warehouse Operations
- Ensures correctness in stock picking and loading of vehicles
- Checking and receiving finished stock from production coming for storage
- Prepare warehouse for stock take
- Ensuring on time departure compliance of trucks and on time turn around loading of trucks
- Ensuring that the goods in the warehouse are properly stacked and clearly labelled

- Assisting with Forklift operation when need be
- Ensuring goods returned by Supplier(GRN) are credited into the system
- Checking PODs after delivery and submitting them to accounts department
- Assisting with capturing of counted stock figures onto the system
- Responsible for Staff roster and booking staff on attendance register
- Printing of stock counting sheets and distribute them to stock takers
- Ensuring stock received from production is captured unto the System
- Ensuring health and safety protocols are adhered to in the working environment
- Ensuring stock rotation is practiced all the times
- Ensuring tight safekeeping of stock in the warehouse
- Ensuring efficient and effective use of warehouse space to include layout and future capacity requirements

**Nestle Zimbabwe (PVT) Ltd - Food & Beverages industry**

**Forklift Driver/Assistant Raw Materials Store man- January 2005 to February 2006**

**Duties & Responsibilities:**

- Liaising with OC department for samples to be taken whenever there is a delivery
- Raising and Processing GRV
- Issuing material as per requisition
- Stock receiving and receipting unto the system
- Participate in monthly stock take
- Managing stock levels and liaising with buyer for ordering purpose
- Prepare raw materials stores for stock take
- Liaising with Buyer on material that needs to be replenished
- Ensuring stock rotation is practiced at all times (FIFO)
- Assisting with monthly stock take in the 3PL Warehouse and bonded warehouse
- Stock labelling, Forklift operation, issuing materials to production and housekeeping

**Delta Beverages Zimbabwe (PTV)Ltd - Foods & Beverages Industry**

**Stock controller- January 1999 to December 2004**

**Duties & Responsibilities:**

- Generating and submitting daily stock counts and variance reports
- Planning distribution schedule and daily planning of the routes
- Ensuring Warehouse Bin cards are updated all the times
- Managing stock levels and liaising with Depot Manager for stock replenishment from the main plant
- Ensuring that the goods in the warehouse are properly stacked and labelled clearly
- Conducting daily stock taking process
- Ensuring department budget is kept at minimum
- Housekeeping, warehouse layout and presentation
- Assisting with cashiering and route settlement and Forklift operations duties when need be
- Ensuring stock rotation is practiced at all times(FIFO)
- Receiving and booking in of crates for Customers who come to buy at the Dep
- Responsible for breakages and shrinkage control
- Ensuring stock discrepancies are investigated and explained

**REFERENCES – Provided upon request**

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