Curriculum Vitae of Florent Kingumba

**SUMMARY**

Florent Simba is a dedicated, hard and smart working individual with over 10 years’ experience in Warehouse Management. I am passionate about continuous improvement and excellent internal and external customer experience. I have worked with both local and international customer base and always strive to exceed expectations. I have a Logistics and Supply Chain Management Diploma from Intec College which I have acquired in 2014. I have been a competent trusted Warehouse Manager since 2008. I have managed successful teams of dynamic individuals ranging from Dispatch Managers, Clerks, Pickers, Receiving Clerks, Drivers, Security personnels and Construction personnels.



PERSONAL DETAILS

Surname Kingumba

Full Names Florent Simba

Postal Address Unit 301

Rome Building

Lusail Fox Hills

Doha Qatar

Gender Male

Ethnicity African

Home Language English

Spoken Language English

Contact Numbers +97450443020

E-mail Address florentsimba@gmail.com

EDUCATION

Higher education: INTEC College

Diploma Logistics and Supply Chain Management

Year graduated 2014

Courses Passed

* Supply Chain Management
* Forecasting and Demand Management
* Warehouse operation and Facility Design
* Transportation
* Procurement and Packaging
* Inventory Management
* Logistics and investment Recovery
* Logistics
* Environmental Analysis
* Using supply Chain Management to Create a Competitive Advantage

Secondary Education: Athenee Du Lac High School DRC.

Year Matriculated: 1994

Subjects passed

* Physical Science
* English
* French
* Business Economics
* Mathematics
* Accounting

WORK EXPERIENCE

Employer: Asset Care Solutions Pty LTD

Period: 2018 to 2019

Position: Project Coordinator

Employer: Automatic Mass Production Pty LTD

**Period**: 2006 to 2007

**Position**: Warehouse Assistant Manager

Responsibilities

* Plan and Coordinate the daily activities of the warehouse team
* Manage and control warehouse cost through analysing daily, weekly and monthly performance measurements and management reports
* Ensure stock management processes are adhered to
* Monitoring and management of product storage, waist, losses and related cost
* Manage fleet/ delivery vehicles
* Ensure that invoicing is done properly
* Build a collaborative relationship with the sales team to ensure the relationship drive the company’s customer service objectives
* Lead and facilitate the team to optimal performance
* Ensure training and development of all staff in the warehouse
* Attend to warehouse administration and documentation

Employer: Automatic Mass Production Pty LTD

**Period**: 2008 to 2018

**Position**: Warehouse Manager

Responsibilities

* Plan and Coordinate the daily activities of the warehouse team
* Manage and control warehouse cost through analysing daily, weekly and monthly performance measurements and management reports
* Monitoring and management of product storage, waist, losses and related cost
* Manage fleet/ delivery vehicles
* Ensure that invoicing is done properly
* Build a collaborative relationship with the sales team to ensure the relationship drive the company’s customer service objectives
* Lead and facilitate the team to optimal performance
* Ensure training and development of all staff in the warehouse
* Attend to warehouse administration and documentation
* Manage inbound and outbound
* Management stock count processes i.e. cycle and annual counts, stock adjustments and stock accuracy
* Monitor and Supervise the release of deliveries during the day, ensuring the flow of customer orders to the warehouse floor.
* Supervise direct reports as assigned.
* Compiling and reporting on orders picked for dispatching daily and weekly.

**Reason for Leaving**: Medical

Entrepreneur (Owner): Conga De Plan

**Period**: 1998 to 2005

**Position**: Store Owner and Manager

Responsibilities

* Business Management
* Store Management Processes (ordering, stock taking, product storage, security)
* Marketing Management
* Sales Management
* Employees Management
* Addressing customer queries and resolution

**Reason for Leaving**: Relocation

Competencies

* Excellent oral and written communication
* Numeracy and an understanding of financial processes
* People management skill, including the ability to lead and motivate others, delegate work and explain ideas
* Planning and organising skills

Computer Literacy

* Boltpack Management System(ERP)
* Microsoft office
* Internet Explorer

Language Proficiency

English (fluent)

* French

REFERENCES:

Name: Lungelo Thabete

Position: Managing Director

Company: Asset Care Solutions

Contact: +27839658223

**Name** Mr Matthews Kamp lire

**Position** Administration Manager

**Company** Automatic Mass Production

**Contact** +279083009/ +27113896835