



# Prosper Mmasi

STOCK CONTROLER

Dar es Salaam, Tanzania

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## Languages

English

## About

### BRANDS WORKED WITH

Abc Capital School

Ak Management and Outsourcing Limited

Raphael Logistics

Royal Oven

Tanesco Tanzania (Hq)

## Experience

### ● ASSISTANT STOCK CONTROLLER

Ak Management and Outsourcing Limited | Oct 2021 - Now

Position: ASSISTANT STOCK CONTROLLER Duties: To ensure the effective receiving and issuing of stock through rigorous stock management procedure. To scrapping and label of warehouse breakages. To issuing and receiving, the stock through STO'S on SAP. To run cycle count of warehouse managed stock. To run 100% stock take in every mount for the all product in the store. To collect and file all documentations used for stock movements in warehouses.

### ● TRANSPORT OFFICER

Abc Capital School | Feb 2021 - Sep 2021

Position: TRANSPORT OFFICER Duties: To plan and to prepare the route for the vehicle schedule . To prepare a record for vehicle movement, fuel consumption and the vehicle maintenance for the each vehicle. To monitor and control fuel utilization for the each vehicle . To manage the drivers and the matron for the each vehicle. To monitor and maintain vehicle maintenance and service and record all compliance within the schedule.

### ● STOCK CONTROLLER

Royal Oven | Jun 2020 - Feb 2021

Duties: . To maintain stock inventory in order to meet company goals. To coordinate stock control operation within a store as well as stock keeping. To evaluate suppliers officer and negotiate the purchasing price. To place and receiving orders to replenish stock as needed. To perform regular inventory audits and keep stock purchasing within a budget



### ● Logistics Coordinator Assistant

Raphael Logistics | Feb 2020 - May 2020

Position: Logistics Coordinator Assistant. Duties: Organize records of vehicle schedule and complete the customer orders. Calculate all the expenses and prepare quotation for any transport trip. Calculate journey kilometre used and calculate the amount of fuel used for any transport trip. Monitoring daily performance of drivers and operator in order to maintain key performance of the company.

### ● Assistant Transport Officer

Tanesco Tanzania (Hq) | Sep 2015 - Jun 2022

. To examine the daily routine of all driver and check their log book.