

**TAFON EBENESA NFOR**

**+971581628590**

**[tafonebeneza@gmail.com](mailto:tafonebeneza@gmail.com)**

**Dubai - UAE**



## **LOGISTICS COORDINATOR**

Dynamic and detail-oriented Logistics Coordinator with over 5 years of experience in managing supply chain operations, optimizing transportation processes, supervision inventory, and ensuring timely delivery of goods. Adept at building strong relationships with suppliers and carriers while negotiating favorable contracts to reduce costs. Focus on continuous improvement and operational efficiency and enabling effective collaboration across cross-functional teams. Committed to maintaining high standards of compliance and customer satisfaction in all logistical activities.

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## **SKILLS**

- Proficient in logistics software (e.g., SAP, Oracle, WMS)
  - Requisition & Purchase orders
  - Receiving and unloading
  - Strong analytical and problem-solving abilities
  - Excellent communication and negotiation skills
  - Ability to manage multiple tasks and prioritize effectively
  - Knowledge of transportation and Safety regulations and compliance
  - Strong attention to detail and organizational skills
  - Supplier and Customer relationship management (Sourcing and Procurement)
  - Quality assurance and control
  - Stock replenishment, order fulfillment and Distribution planning
  - Material management and Loss Prevention
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## **PROFESSIONAL EXPERIENCE**

### **1. LOGISTICS COORDINATOR**

Sande Topline Services (STS Ltd) Guinness: 2020 -

- ✓ Scheduled and coordinated transportation of goods to and from suppliers and customers.
- ✓ Monitor delivery timelines and ensure compliance with shipping schedules.
- ✓ Maintained stock levels ensuring inventory accuracy for audits.
- ✓ Built and maintain relationships with suppliers, vendors, and carriers.
- ✓ Supervised the processing of purchase orders and ensure timely order fulfillment.
- ✓ Coordinate with warehouse staff to ensure proper handling and storage of goods.
- ✓ Prepared and managed shipping documents, including invoices, bills of lading.
- ✓ Analyzed logistics data to identify trends and areas for improvement.

- ✓ Negotiated contracts and service agreements to optimize costs and service levels.
- ✓ Addressed and resolved logistical issues, such as delays, damages, and lost shipments.
- ✓ Communicated effectively with stakeholders regarding logistics issues and updates.
- ✓ Identify opportunities for process improvements and cost reductions.

## **2. STORE KEEPER**

Sande Topline Services (STS Ltd) Guinness: 2018 – 2020

- Inspected and accepted shipments with accuracy against purchase orders.
- Categorized inventory in the storage area for easy access and efficient management.
- Processed requests for stock items and prepared items for distribution to other departments.
- Maintained accurate inventory records, tracked stocks ensured proper storage conditions.
- Maintained records of inventory transactions, including receipts, issues, and adjustments.
- Conducted periodic inventory audits to ensure accuracy and reconcile discrepancies.
- Ensured safety regulations and proper handling of hazardous materials when applicable.
- Monitored stock levels and assisted in reordering supplies as needed to prevent shortages.
- Coordinated with delivery personnel and ensure the timely and accurate receipt of goods.
- Ensured the storage area is clean, organized, and free of hazards.

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## **EDUCATION**

2019-2021 - **Master Degree in Logistics and Supply Chain Management**

Higher Institute of Transport and Logistics - University of Bamenda – Cameroon

2015-2018 - **Bachelor of Science (BSc) in Economics**

University of Bamenda – Cameroon

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## **CERTIFICATIONS**

April 2023 - **Certified International Warehouse and Inventory Management (CIWIM)**

International Purchasing and Supply Chain Management Institute (IPSCMI).

March 2021- **Certified Six Sigma Black Belts (CSSBB)**

International Six Sigma Institute– Wollerau– Switzerland.

June 2019 - First Aid Member Certificate from the Cameroon Red Cross Committee-Bamenda

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**LANGUAGE:** English native and French elementary

**HOBIES:** Health and fitness

## **References:**

Business Development Manager: Mr kongnyuy Cyril +237672798969. [ckongnyuy@yaoo.com](mailto:ckongnyuy@yaoo.com)