VICTOR BARNABAS BWALYA

Stores Supervisor

Kalumbila Township Zambia | +260977252833 | Victorbwalya476@gmail.com

**Summary**

An experienced professional in warehouse operations, with a strong background in team leadership, process oversight, and safety management. Demonstrated expertise in delegating tasks, training new personnel, and ensuring efficient inventory control. Proven track record of achieving departmental objectives and fostering a safe, productive environment. handling HR-related issues and providing support across functions. Effective communicator committed to enhancing operational efficiency and maintaining high standards of performance

**Skills**

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| * Effective Leadership * Communication * Problem-Solving * Adaptability * Team Collaboration | * Inventory Management * Safety and Compliance * Process Optimization * Training and Development * Logistics and Supply Chain |

**Experience**

Stores Supervisor 01/2022 to 07/2024

FQM Trident Limited Kalumbila Township, Zambia

* Coordinate warehouse operations, leading the team and engaging with all sections
* Oversee warehouse processes by assigning and coordinating tasks among employees
* Manage leads, ensuring they provide orientation and guidance to Commercial officers
* Train, guide, and evaluate the performance of new warehouse personnel
* Support the Maintenance Team to achieve departmental objectives
* Lead health, safety, and environmental management in the warehouse
* Attend planning meetings and communicate confidently and effectively
* Assist with HR-related issues regarding personnel and training
* Perform additional duties as assigned by the Superintendent
* Address HR issues related to personnel and training needs.

Commercial Officer Lead - Warehouse 08/2018 to 12/2021

FQM Trident Limited Kalumbila Township, Zambia

* Coordinate and monitor the put-away process, ensuring receipts and binning of stock items into their respective bin locations
* Ensure the relevance and accuracy of put-away reports, reconciling and signing off by team members
* Monitor warehouse storage capacity, space availability, security of goods, and safety of warehouse employees
* Increase stock accuracy and inventory control by implementing and monitoring random stock control practices
* Provide support service to end-users and resolve queries and complaints within 24 hours to mitigate production downtime
* Nurture a mature and self-motivated warehouse team through continuous training and performance appraisal reviews
* Monitor and maintain high standards of safety, health, and security in the warehouse through continuous process reviews
* Provide a safe working environment by adhering to SHE (Health, Safety, and Environmental) procedures, ensuring they are understood and practiced by the entire team through daily housekeeping
* Attend weekly supervisors' meetings and interact with staff at all functional levels.

Commercial Officer – Receiver 06/2015 to 07/2018

FQM Trident Limited Kalumbila Township, Zambia

* Ensure all packages received from any consignment truck are properly accounted for, with the manifest correctly stamped, signed, and PODs handed to the driver
* Manage FQML resources and equipment in the receiving section cost-effectively and efficiently
* Follow internal audited and approved warehouse receiving procedures and practices
* Translate order details in relation to invoices/delivery notes to ensure correct receipt of items per specifications of item descriptions and stock codes
* Conduct physical checks and inspections of every local consignment/shipment delivery, identifying indicators of incorrect or substandard quality supply.

Store-Keeper 02/2012 to 04/2015

NFCA Mining Kitwe

* Attend to materials warehouse functions
* Process stores documents using ERP software
* Ensure tags on stock items are adjusted and material bin cards are updated correctly
* Receive materials from the receiving section and bin them appropriately
* Bin stock items and update stock code tags and bin cards immediately
* Maintain accurate records, filing, and housekeeping.

Store man 01/2003 to 01/2009

Chambishi Metals Plc Chambishi

* Issue stock and non-stock items to end users
* Inspect and count all received items, noting any discrepancies or damages
* Receive goods from local and overseas suppliers
* Perform physical requirements of the job
* Participate in stock control and stock-taking
* Maintain quality control and housekeeping standards
* Demonstrate basic skills in the use of tools, equipment, and materials
* Deliver materials, equipment, and supplies to designated locations
* Follow operational and safety procedures
* Resolve routine warehouse queries and problems.

**Certifications**

* Certificate in Leadership & Supervisory Management by Green Living Institute (June 2024)
* Certificate in Best Practice Spread Sheet Modelling Level Certificate (2022)
* Knowledge on the issues of HIV/AIDS and its impact on development - Inhouse training @FQM Trident Ltd
* Electric (Hyster) Forklift operating certificate - @FQM Trident Ltd Training Dept.
* Valid silicosis medical certificate.
* Fundamentals of leadership training - Inhouse training @FQM Trident provided by Selsoft.
* Holder of valid driver's license and a Passport for all commonwealth and foreign countries.

**Software Proficiencies**

**Inventory Management Software:**

* ACCPAC
* SYSPRO
* ERP Systems
* PRONTO

**Education**

Advanced Diploma: Supply Chain Management **2021**

Alpha Academy

Certificate: Purchasing & Supply CIPS Level 3 Certificate **2007**

The Copperbelt University

GCSE Certificate **1996**

Chingola High School Chingola

**Professional Affiliations**

* Student Member-Chartered Institute of Purchasing and Supply (CIPS).
* Fully paid-up Affiliate Member of ZIPS

**Language**

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| --- | --- | --- |
| **Bemba**: First Language | | |
| **English**: C2    Proficient (C2) |  | **Nyanja**: B2    Upper Intermediate (B2) |

**References**

* Mr. Chanda Lubindo, Director, Bleck Apartments, NKana East, Kitwe, +260966605050, chandalubindo@yahoo.com
* Mr. Musonda Mwale, Warehouse Coordinator, FQM Trident Limited, +260969457119
* Mr. Augustine Simusokwe, Superintendent Roaster & Acid Plant, Chambishi Metals Plc, +260977742303