



Tobias O. Omwega

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Email : tomwega3@gmail.com

Date of Birth: 20/12/1986

Gender : Male

National : Kenyan

Marital Status: Married

Visa Status : Resident

SKILLS

- ❖ Excellent communication and writing skills.
- ❖ Forecasting. & Production planning.
- ❖ Good knowledge of Quick books, Oracle BL, Odoo Microsoft 360 and MS Excel.
- ❖ Highly adept in different types of material handling equipment.
- ❖ Analytical and problem-solving skills.
- ❖ Strong organizational skills
- ❖ Detail oriented, & ability to handle multiple priorities

PROFESSIONAL MEMBERSHIP:

- Kenya institute of supplies management (KISM)

EDUCATIONAL :

- 1991-2000: Gusii Highlights academy
- 2001-2004: Nyamaiya secondary School
- 2008-2011: Shivaji University : **B.A CONOMICS**
- 2011-2013: Shivaji University : **M.A CONOMICS**
- 2012-2013: AIIMAS: **PG DIP Logistics and chain supply management**

CURRICULUM VITAE

Career Objective

Talented financial leader well-versed in accounting principles and regulations. Motivated to keep company financial operations compliant, accurate and cost-effective. Ready to bring 7years of experience and take on a challenging new role.

POSITION: Inventory Controller & Accounts Payable

COMPANY: Real Oud Factory, Dubai, UAE.

YEAR : Sept 2023 to present

Duties and Responsibilities:

- Developed and implemented procedures for ensuring that adequate inventory levels are present.
- Supervised and coached the Storekeeper on all aspects of inventory management (material handling, sorting, shelving and accurate bin locations).
- Load and unload goods at the warehouse for material receipts and issues.
- Received items in inventory with correct quantity, unit of measure, labels and correct BIN location.
- Raised requisitions and purchase orders when stock is below re-order point.
- Corrected inventory issues (such as UOM, elimination item ID duplication, description and physical matches).
- Ensure inaccuracies and discrepancies are highlighted, addressed and resolved.
- Perform inventory stock count on predetermined frequency, prepare reports and action to balance inventory counts.
- Managed to maintain the inventory sales ratio at 1/6 to 1/4 hence avoided over stocking & under stocking.
- Achieved shortest order lead time due to a constant average inventory level.
- Lowered the inventory carrying cost from **45% to 25%** with 90 days.
- Achieved to reduce the percentage of dead stock from **33% to 20% within 90 days**
- Improved the relationship with supplier due to decreased payment errors Days payable outstanding.
- Provide regular updates on outstanding invoices to management, enabling informed decision-making regarding cash flow management strategies.

- Complete month-end closings with journal entries and reconciling accounts.
- Prepare and analyze aged creditor reports on monthly basis.
- Improve cash flow by negotiating favorable payment terms with key vendors.

POSITION: Inventory Controller & Accounts Payable

COMPANY: Happy Platter Kitchens, Dubai, UAE.

YEAR : Apr 2022 to Aug 2023

Duties and Responsibilities:

- Performed critical inventory tasks to ensure the 80-20 inventory rule is achieved.
- Maintained updated and accurate records of inventory, including transfers and inventory counts.
- Assessed inventory output on a daily, weekly, or monthly basis to identify trends in productivity.
- Prepared, generated, and filed financial inventory reports, review reports monthly with management.
- Claimed any defective, damaged, waste, and not approved items as per company policy.
- Maximized availability of all top moving products and items.
- Checked date-sensitive products for expiration and facilitate removal or transfer of product as needed.
- Took ownership to minimize damaged items and products.
- Tracked inbound and outbound orders to prevent overstocking and out-of-stock (OOS).
- Analyzed and reviewed supply chain data to identify and resolve issues.
- Ensured the inventory movement is conducted in a highly safe environment as per policy.
- Coordinated with store to check stock levels as required and place order as needed.
- Reduced the bar coder rate by **15 orders per day** due to the availability of inventory.
- Increased the perfect order rate from **80% to 97%**.
- Liaised and built good rapport with suppliers and internal team.
- Kept abreast of market/price situation and conducted regular price comparison
- Researched, evaluated potential suppliers and developed new vendors in accordance to company's SOP

POSITION: Logistics Assistant

COMPANY: Altayer logistics L.L.C, Dubai

YEAR 2017 to 2020 Oct

Duties and Responsibilities:

- Checked the inward shipments as per the packing list shared by the supplier.
- Processed/recorded the shipment quantity in the software.
- Kept the track of inventory levels and reporting any discrepancies.
- Doing the stock transfers into different stock locations.
- Performed regular inventory checks and audits.
- Ensured that all the products are properly stored and labeled.
- Preserved an organized and clean warehouse.

- Co-ordinated with other departments and managers to ensure timely and accurate delivery of products.
- Worked with other warehouse staff and management to ensure smooth and efficient operation.
- Handled returns and exchange of products.
- Kept track of returned products and maintaining accurate records of the reason for the return.
- Recorded the necessary entries based on the condition of the returned products.
- Followed up, collection & maintained the records of customer invoice acknowledgement.
- Kept records of export delivery documents.
- Verified the invoices received from the transporters related to the freight charges.
- Booked of all the freight charges related to the import shipments into the software.

Reference call on request....