

# NYUYKONGI CLARANCE YUVEN

## LOGISTICIAN

### Contact Information:

- **Address:** Douala-Cameroon
  - **Email:** [Clarencenyuy@gmail.com](mailto:Clarencenyuy@gmail.com)
  - **Phone:** +237 6 51 52 85 82
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### Professional Summary

Accomplished logistician with over 3 years of hands-on experience in fleet management and mail and courier transport. Demonstrated ability to streamline logistics operations, resulting in significant cost reductions and operational efficiency. Proven expertise in supervising vehicle movements, developing fuel management systems, and optimizing courier processes. Adept at administrative tasks, report making, and team leadership. Fluent in English and proficient in French, with a track record of training and mentoring interns.

### Core Competencies

1. Logistics Management
2. Fleet Operations
3. Fuel Management Systems
4. Courier and Mail Transport
5. Administrative Efficiency
6. Team Leadership and Training

### Core Skills

- **Technical Skills:** Fuel Management Systems, Logistics Software, Fleet Management Software
- **Management:** Team Coordination, Supervisory Skills, Task Delegation
- **Analytical:** Data Analysis, Report Generation, Problem-Solving
- **Communication:** Customer Service, Conflict Resolution, Training Delivery
- **Adaptability:** Multitasking, Process Optimization, Change Management
- **Computer Skills:** MS Office Suite, Database Management, Internet Research

### Professional Experience

#### *Logistician at BOFAS Sarl BTP*

#### *Fleet Manager (2023 - Present)*

1. Supervised the daily operations of a fleet of 50+ vehicles, ensuring timely maintenance and compliance with safety regulations and Reduced vehicle downtime by 30% through efficient scheduling.
2. Implemented a fuel management system that tracked fuel usage and reduced fuel costs and achieved a 15% reduction in fuel costs within the first 6 months.
3. Managed the procurement, storage, and distribution of materials, ensuring optimal inventory levels and Reduced material waste by 20% through effective inventory management.

4. Assisted in coordinating vehicle rentals for projects, ensuring availability and cost-effectiveness and Negotiated rental contracts that saved the company 10% annually.
5. Oversaw daily tasks and ensured completion by operators, improving task accountability and Increased task completion rates by 25%.
6. Prepared and submitted comprehensive reports on fleet performance and operational efficiency and Developed a reporting template that streamlined data collection and analysis.
7. Created and displayed operational plans in the meeting room for team alignment and Improved team coordination and project execution by 20%.

#### *Logistician at NSO BOYZ EXPRESS Sarl*

#### *Mail and Courier Transport Manager (2021 - 2022)*

1. Successfully negotiated sending fees for outgoing mails and goods, ensuring cost-efficiency and Reduced sending fees by 10%, saving the company significant costs.
2. Managed the receipt and control of incoming mails and goods, maintaining accuracy and timeliness and Improved inbound mail processing time by 15%.
3. Ensured all goods and mails were accurately registered and labeled before loading and Enhanced the accuracy of mail tracking by 20%.
4. Conducted regular condition checks of mails and goods, reporting any discrepancies and Reduced damaged goods incidents by 25%.
5. Provided detailed reports to the manager on operations and issues and Streamlined the reporting process, reducing preparation time by 30%.
6. Supervised the loading and offloading of mails and goods, ensuring efficiency and improved loading and offloading efficiency by 20%.
7. Addressed and resolved customer complaints, ensuring satisfaction and increased customer satisfaction rates by 15%.

#### Education

- **Higher National Diploma (HND) in Logistics and Transport Management** Fomic Polytechnic University, Buea (2019 - 2022)

#### Certifications

- **Program Assistant Training** International Center for Relearning and Skilling Programs (ICRSP) – 3 months
- **Computer Training and Douala Port Visits** COMPUTER VILLAGE – 2 months

#### References

Available upon request