

ZEPHER TUGUMISIRIZE

Bishop Stuart University

P.O Box 09, Mbarara

Mobile: (256) 777103152 /0701711103

Email: tzepher004@gmail.com

Date of Birth: 4th.JUNE.1973	Place of birth: NYAMIRAMA -KANUNGU DISTRICT	Nationality: UGANDAN	Gender : MALE
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Marital status: **Married**

Permanent address: SEGUKU- KATALE DOCTORS VILLAGE ZONE 4 WAKISO	Present address (if different) KAKOBA DIVISION - KYAPOTANI CELL MBARARA	Telephone/Cell phone No/Email address: +256777103152/701711103 Email:tzepher004@gmail.com
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HAVE YOU ANY DEPENDENTS?YES

NAME	Date of Birth	Relationship	NAME	Date of Birth	Relationship
NATUKUNDA HARRIET	18TH.MAY.1975	SPOUSE	KWIKIRIZA JOHN PAUL	24TH.AUG.2006	SON
ASIIMWE PIUS	31ST.OCT.2007	SON	AINEBYOONA PADRE OPIO	5TH.NOV.2012	SON
PETRINAH MARIA MURUNGI	23rd.MAR.2015	DAUGHTER			

11LANGUAGES

LANGUAGE	READ		WRITE		SPEAK		UNDERSTAND	
	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily
LUNYAKITARA	✓		✓		✓		✓	
ENGLISH	✓		✓		✓		✓	
SWAHILI		✓		✓		✓		✓

EDUCATION INSTITUTION

NAME, PLACE AND COUNTRY	ATTENDED FROM/TO		MAIN COURSE OF STUDY
	M./Y	M/Y	
Institute of Petroleum Studies Kampala in collaboration with Uganda Christian University(UCU)	12 TH .Oct.2015	12.oct.2017	Masters of Business Administration (MBA Oil and gas)
Makerere University	25 th .Sept.2010	25 th .1.2013	Masters of Science in Procurement

			and Supply Chain management (MscPSCM)
Chartered Institute of Purchasing and Supply(CIPS)-UK	20 th .Sept.2011	24 th .5.2013	CIPS LEVEL6-Professional Diploma in Purchasing &Supply
Kyambogo University	14 th .Sept.2004	5 th .Oct.2006	Bachelor's Degree in Procurement and logistics Management (BAPLM)
Makerere University Business School	10 th .Feb.1994	14 th .Oct.1998	Diploma in Purchasing and Supplies management (DPSM)
Makobole high school	16 th .Feb.1993	10 th .Nov.1995	Advanced Certificate of Education
Bishop Comboni college	17 th .Feb.1989	6 th .Nov.1993	Uganda Certificate of Education
Nyakashozi Boarding primary school	10 th .Feb.1979	12 th .Nov.1987	Primary leaving examination

OTHER PROFESSIONAL TRAININGS

NAME, PLACE AND COUNTRY	TYPE	ATTENDED FROM/TO		CERTIFICATES OR DIPLOMAS OBTAINED
		M/Y	M/Y	
The Society of Petroleum Engineers-USA	Certificate no.5020920	2016	2019	Certificate - Certified Member of Society of Petroleum Engineers
USAID -UGANDA.				Certificate by USAID Capacity enhancement project-NAVISION Course in data /system management and reporting and general management of medical supplies and consumables.
Institute of Procurement Professionals in Uganda(IPPU)				CPP Membership Certified
Makerere University Business School in Partnership with Quest Energy Limited				Certificate in Oil and Gas Management Essentials

MEMBERSHIP IN SOCIETIES, ASSOCIATIONS AND CLUBS

Member of the Society of Petroleum Engineers-USA

Member of Institute of Procurement Professionals in Uganda(IPPU)

Member of Chartered Institute of Purchasing and Supplies UK

OTHER RELEVANT TRAININGS:

TOT Course-Reservoir engineering –sponsored by Cnooc Uganda in partnership with Sun Maker oil and Gas Institute

TOT course-Health and safety Environment(HSE)in petroleum on Shore and off Shore-Sponsored by Cnooc Uganda in partnership with Sun maker oil and gas Institute

TOT course-Personal improvement in petroleum upstream and downstream.

EMPLOYMENT RECORD: A. POSITION 1		
FROM	TO	TITLE OF YOUR POST: LECTURER-PROCUREMENT,LOGISTICS,CONTRACTS AND SUPPLY CHAIN MANAGEMENT
2015	2018	TRAINER OF TRAINEES IN OIL AND GAS MANGEMENT AT SUN MAKER OIL AND GAS INSTITUTE- A CHINESE INSTITUTE BASED IN BUGOLOBI-KAMPALA
NAME OF EMPLOYER: BISHOP STUART UNIVERSITY MBARARA		TYPE OF BUSINESS: HIGHER INSTITUTION OF LEARNING-CHARTERED UNIVERSITY.
ADDRESS OF EMPLOYER: P.O.BOX 9 MBARARA		NAME OF SUPERVISOR: DR.GASHOM AKUKUNDA AND BEGUMISA BERNARD +256772551343/0702551343
		NO. AND KIND OF EMPLOYEES SUPERVISE: FOUR
		REASON FOR LEAVING: CAREER DEVELOPMENT
DESCRIPTION OF DUTIES		
<ul style="list-style-type: none"> ✓ Planning and preparing for lectures in procurement, contracts management, supply chain management and logistics and inventory management among others as the University quality assurance guidelines. ✓ Developing online courseware for all courses assigned and upload these to the virtual learning environment before the course is offered. ✓ Setting, invigilating and marking of coursework, tests and exams. ✓ Developing of reverent teaching /learning materials ✓ Research and students Research supervision. ✓ Participating in school activities related to academics including meetings, student assessment research and outreach projects. 		

B. POSITION 2

FROM	TO	TITLE OF YOUR POST: PROCUREMENT& LOGISTICS MANAGER	
NOV/2006	JUNE/2014		
NAME OF EMPLOYER: JOINT CLINICAL RESEARCH CENTRE		TYPE OF BUSINESS: HEALTHY & MEDICAL CARE AND PROVISION OF LABORATORY DIAGNOSTIC SERVICES	
ADDRESS OF EMPLOYER: P.O.BOX 10005 PLOT 101 LUBOWA ESTATES		NAME OF SUPERVISOR: PROF: PETER MUGYENYI AND BITWIIRE HERBERT	
		NO. AND KIND OF EMPLOYEES SUPERVISED: TWELVE EMPLOYEES	REASON FOR LEAVING: FOR CAREER DEVELOPMENT

DESCRIPTION OF YOUR DUTIES AND ANY ACHIEVEMENTS

Duties/Responsibilities held:

- Responsible for Order Placement Timing, Supply / Demand Alignment, Material Replenishment and Supplier Performance.
- Managing of clearing and forwarding companies that have been contracted to undertake clearance of imported goods on behalf of the company.
- Continuously monitoring, evaluating and improving supplier performance.
- Sourcing the most affordable materials/inputs, reagents, drugs and other items on behalf of the company.
- Projecting stock levels.
- Reviewing tenders and bids.
- Controlling the purchasing budget.
- Monitoring delivery times to ensure they are on time.
- Ensuring the adequate supply of all required materials, components and equipment.
- Delivering cost savings for the company.
- Managing the procurement supplier relationships for the company.
- Helping to source alternative items for buyers and customers.
- Developing sourcing strategies.
- Managing commodity cost initiatives.
- Preparing high quality tender documentation.
- Regularly contacting suppliers to renegotiate prices.
- Resolving disputes and claims with vendors and suppliers.
- Keeping all supplier programs current and accurate.
- Delegating projects and tasks to junior staff.
- Promoting best practice across the company.
- Involved in writing up contracts and the terms of sales.
- Developing relationships with distributors.
- Working to create and promote a safe working environment.
- Involved in selling off excess, damaged and inventory and stock.
- Overseeing staff training.

PROFESSIONAL EXPERIENCE

Competencies:

- Establishing effective operating policies, lean initiatives and processes.
- Comprehensive understanding & experience of purchasing strategies and also inventory management.

- Regularly achieving cost saving targets.
- Resourceful and well organized.
- Extensive knowledge of purchase order systems and related software.
- Deep understanding of the principles of vendor management.
- Ability to manage multiple priorities.
- Excellent analytical, critical thinking and strategic skills.
- Knowledge of SAP.

Personal:

- Results orientated.
- Leadership and influencing skills.
- Attention to detail.
- Handling critical issues.
- Capable of making important and strategic decisions.
- Problem solving.
- Communication and interpersonal relations.

KEY COMPETENCIES AND SKILLS

Supply chain management

Budget management

Strong negotiating skills

Change management

Process management

Business acumen

Great Interpersonal skills.

C. POSITION 3

FROM	TO	TITLE OF YOUR POST:	
MAY/2002	NOV/2007	PROCUREMENT MANAGER	
NAME OF EMPLOYER: DIARY CORPORATION OF UGANDA/SUMEER AGRICULTURE AND LIVESTOCK LIMITED		TYPE OF BUSINESS: MILK PROCESSING INTO VARIOUS MILKPRODUCTS,STORAGE AND DISTRIBUTION AND MANUFACTURE OF POWERED PACKED MILK	
ADDRESS OF EMPLOYER: P.O.BOX 78 INDUSTRIAL AREA KAMPALA		NAME OF SUPERVISOR: SENIL SHARMA	REASON FOR LEAVING: CAREER DEVELOPMENT
		NO. AND KIND OF EMPLOYEES SUPERVISED: EIGHT EMPLOYEES	

DESCRIPTION OF YOUR DUTIES AND ANY ACHIEVEMENTS

- ✓ Working with the approved suppliers /consultants to coordinate the entire process of documentation, tendering and contract award.
- ✓ Supervising the procurement functions of construction related material and other supplies and goods.
- ✓ Overseeing all inventory management functions, quality control, ware housing and distribution.
- ✓ Ensuring the procurement process is executed effectively keeping in mind the institutional objectives of cost effectiveness, customer satisfaction and quality standards.
- ✓ Ensuring compliance with institutional procurement procedures and ethical supply chain management conduct , thereby maintaining complete transparency in all procurement decisions.
- ✓ Prequalifying suppliers and ensuring annual appraisal and evaluation.
- ✓ Managing of clearing and forwarding companies that have been contracted to undertake clearance on behalf of the organisation
- ✓ Responsible for order placement timing, supply /demand alignment, material replenishment and supplier performance.
- ✓ Continuous monitoring, evaluating and improving supplier performance.
- ✓ Monitoring delivery times to ensure they are on time.
- ✓ Managing the procurement supplier relationships for the organisation
- ✓ Developing sourcing strategies
- ✓ Preparation of high quality tender documentation.
- ✓ Resolving disputes and claims with vendors and suppliers
- ✓ Keeping all supplier programs current and accurate.

D. POSITION 4

FROM	TO	TITLE OF YOUR POST:	
JAN/1999	SEPT/ 2002	IMPORT MANAGER/MATERIALS MANAGER	
NAME OF EMPLOYER: LUGAZI SUGAR CORPORATION OF UGANDA LIMITED		TYPE OF BUSINESS: PRODUCTION OF WHITE SUGAR	
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:	
		NO. AND KIND OF EMPLOYEES SUPERVISED: FOURTEEN EMPLOYEES	REASON FOR LEAVING: CAREER DEVELOPMENT
DESCRIPTION OF YOUR DUTIES AND ANY ACHIEVEMENTS			
Working with the approved suppliers /consultants to coordinate the entire process of documentation, tendering and contract award.			
<ul style="list-style-type: none"> ✓ Supervising the procurement functions of construction related material and other supplies and goods. ✓ Overseeing all inventory management functions, quality control, ware housing and distribution. 			

- ✓ Ensuring the procurement process is executed effectively keeping in mind the institutional objectives of cost effectiveness, customer satisfaction and quality standards.
- ✓ Ensuring compliance with institutional procurement procedures and ethical supply chain management conduct, thereby maintaining complete transparency in all procurement decisions.
- ✓ Prequalifying suppliers and ensuring annual appraisal and evaluation.
- ✓ Managing of clearing and forwarding companies that have been contracted to undertake clearance on behalf of the organisation
- ✓ Responsible for order placement timing, supply /demand alignment, material replenishment and supplier performance.

REFERENCES:		
FULL NAME	FULL ADDRESS INCLUDING TELEPHONE AND EMAIL CONTACTS.	BUSINESS OR OCCUPATION
PROF.BEGUMISA BERNAD	BISHOP STUART UNIVERSITY P.O.BOX 9 MBARARA +256772551343/702551343	SENOIR LECTURER AND CONSULTANT
TWINAMASIKO FRANCIS	SEGUKU KATALE ZONE FOUR-WAKISO +256772414061/0701714061 Email : ftwiine@gmail.com / ftwiine@yahoo.com	ECONOMIST AND OIL AND GAS CONSULTANT
ENGINEER MAWUBE JUDE	+256772498791/704498791 Email:jmawube@yahoo.co.uk	CIVIL ENGINEER

I certify that the information I have provided is true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on this form or other document requested for renders me liable to summary termination or dismissal.

DATE: 2nd.Aug.2019

SIGNATURE: TUGUMISIRIZE ZEPHER