

Herlen Shawanepandulo Muteka

Logistics, Customer Care, Marketing, Procurement and Administration

Namibian | Male

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Arandis, Namibia

ID: 90060600322

Driver's License: B

SUMMARY

For over 13 years, I have progressively honed my abilities in Customer care, Inventory control/management, logistics, marketing and procurement providing a firm foundation for the overall Administration side of things in various departments and positions. I bring a comprehensive set of skills that are essentials in the above mentioned roles. My communication, people-centric nature, and compassion have afforded me informative and professional relationships with my colleagues at all levels.

EDUCATION —

2023-2024

Higher Certificate in
Procurement

**Business School of
Excellence**

2009-2012

Bachelor of Business
Administration

University of Namibia

2008

Grade 12

**Augustineum Secondary
School**

EXPERIENCE

March 2023-Current Employment

Logistics and Procurement Administrator

- Implementing and maintaining HSE (Daily Alcohol testing)
- Warehouse inventory management
- Handling of HR matters (Monthly Timesheets)
- Assist with fleet management (Monthly log sheets and Checklists)
- Sourcing of quotation and Monthly invoices reconciliation
- Driving and attending to various sites/Towns to collect Items
- Purchasing of Company house groceries, equipment, PPE and exploration consumables
- Drafting of Monthly Budgets and cost cutting measures
- Caring of Company house and the warehouse
- Engaging and Liaising with Suppliers / Stakeholders

August 2020- February 2023

Logistics, Procurement Support and Admin

Osino Gold Exploration and Mining (PTY) LTD

- Implementing and maintaining HSE (Daily Alcohol testing)
- Warehouse inventory management
- Handling of HR matters (Monthly Timesheets)
- Assist with fleet management (Monthly log sheets and Checklists)
- Sourcing of quotation and Monthly invoices reconciliation
- Driving and attending to various sites/Towns to collect Items
- Purchasing of campsite and company house groceries, equipment, PPE and exploration consumables
- Drafting of Monthly Budgets and cost cutting measures implementations
- Engaging and Liaising with Suppliers / Stakeholders

SYSTEMS KNOWLEDGE —

Microsoft Office

SAP

Pastel

Oracle

Quickbooks

May 2016-August 2019

Reconciliation and Admin Clerk

Hogel's Group of Companies

- Custodian of all leasing documentation needed for the effective day to day running of the company
- Effective management of all properties administration and maintenance
- Ensure accurate and timeous loading of water, electricity and all recoveries
- Preparation of new lease agreements and renewal of old ones as well as filling
- Handling of tenants' requests, complaints and meeting all their needs.
- Ensuring that all tenants adhere to the rules and regulations of the properties
- Monthly reconciliations, Bookkeeping, Filling, VAT/Import VAT calculations and submissions, SSC employee's registration and deregistration
- Ensuring compliance to S.H.E policies

October 2014-April 2016

Enquiries Clerk

Nedbank Namibia (PTY) LTD-Groove Mall Branch

- Clients' service, telephonically, email and walk in clients
- Opening and closing of various bank accounts
- Issuing, encoding and linking of bank cards
- Cash and Cheque withdrawal and Deposits
- ATM daily balance and daily reports compiling
- Internet banking and cellphone banking connections
- Daily vault balancing
- Weekly Minutes taking
- Ordering Stationeries and Refreshment for the branch

REFERENCES

1. Mr. Emmanuel Shilongo
Project Manager: Madison Metals Inc
Cell: +264812114444 / 811460046
Email: eshilongo@madisonmetals.ca
2. Silke Van Heerden
Procurement Supervisor: Osino Gold Exploration and Mining (PTY) LTD
Cell: +264 81 274 8771
Email: svanheerden@osinoresources.com
3. Jerome Moller
Branch Manager-Nedbank Namibia (Grove Mall branch)
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