**Gerald Tadiwa**

**92 Crescent 7023 Glenview Harare Zimbabwe**

**Cell: +236773391382; +263772889872;geraldt@toyota.co.zw**

*Proven team player, able to manage inventory. Strong analytical, planning, and forecasting skills. A thought player in emerging web technologies. Able to articulate a vision, strategy and thrive in a fast-paced start-up environment. Experienced in sales, ordering, pricing, and customer relations, digital and social media marketing campaigns.*

**PERSONAL DETAILS**

Date of birth 28 November 1985

I.D number 63-1311865Y-07

Sex Male

Marital Married

Languages English & Shona

Driver’s License Class 4

**ACADEMIC QUALIFICATIONS**

Three ‘A’ Level Passes, ORIEL BOYS HIGH (2003 – 2004)

Ten ‘O’ Level Passes including Maths and English, KWENDA HIGH SCHOOL (1999-2002)

**PROFESSIONAL QUALIFICATIONS**

Bachelor’s Degree: International Marketing, 2009

Chinhoyi University of Technology – Chinhoyi, Zimbabwe

**ON THE JOB TRAINING**

**Sap DBM/ Visio / BI Reporting /Inventory Management**

**HOBBIES**

**Playing chess / Listening to music and watching TV**

**EMPLOYMENT HISTORY**

***Employer Toyota Zimbabwe***

***Position Parts Salesman Feb 2014 to July 2015***

***Position Parts Administrator Assistant July 2015 to date***

***Duties & Responsibilities: Parts Administrator Assistant July 2015 to Date***

* Perform day to day administrative tasks such as maintaining files and processing paperwork.
* Monitor inventory levels and inventory movement using manual or computerized inventory systems. Acts as initial respondent to local suppliers. Gathers information and prepares in proper format requested items requiring purchase.
* Review requisition orders to verify specifications and terminology, prices and delivery dates. Raise and track Material Request (MR).
* Follow up with suppliers concerning delivery times, ensuring delivery schedules are met, performing visual validation of received materials and preparing on-going reports.
* Inventory Management, determine if inventory quantities are sufficient for the needs of the institute and orders more supplies as needed.
* Creating and processing of daily purchase orders. Ensuring continuity supply of goods and services. Receiving materials and parts into the warehouse. Transacting materials into company data base when receiving parts into the company.
* Transact materials/parts out of the system when transferred from main warehouse to other branches.
* Maintaining inventory records, keep records and maintain stock reports. Responsible for monitoring and regulating shrinkage and stock damage.
* Ensure adherence of purchasing and supply guidelines. Participate in the stock take\scrapping\write-offs.
* File correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used. Sort or classify information according to guidelines such as content, purpose, user criteria, or chronological, alphabetical, or numerical order.
* Conduct investigations into inventory management incidents in order to verify and resolve complaints. Receive customers, taking orders or request from customers on the parts counter. Receive and fill telephone orders for parts from customers (telesales).
* Any other duties as assigned.

***Duties & Responsibilities: Parts Salesman Feb 2014 to July 2015***

* Receive customers, taking orders or request from customers on the parts counter.
* Receive and fill telephone orders for parts from customers (telesales).
* Take product orders from customers. Process sales or other transactions.
* Identifying and raising part numbers on EPC and MULTICAT. Selling and marketing accessories from ARTAV. Fill customer orders from stock and place orders when requested items are out of stock.
* Read catalogues, microfiche viewers, or computer displays to determine replacement part stock numbers and prices. Discuss use and features of various parts, based on knowledge of machines or equipment.
* Advise customers on the use of products or services. Examine returned parts for defects, and exchange defective parts or refund money.
* Advice customers on substitution or modification of parts when identical replacements are not available. Place new merchandise on display.
* Demonstrate equipment to customers and explain functioning of equipment. Explain technical product or service information to customers.
* Measure parts, using precision measuring instruments, to determine whether similar parts may be machined to required sizes. Gather customer or product information to determine customer needs.
* Receive payment or obtain credit authorization. Receive payment or obtain credit authorization. Determine replacement parts required, according to inspections of old parts, customer requests, or customers' descriptions of malfunctions.
* Gather customer or product information to determine customer needs. Assist customers, such as responding to customer complaints and updating them about back-ordered parts.
* Locate and label parts and maintain inventory of stock. Monitor inventories of products or materials. Mark and store parts in stockrooms according to prearranged systems.
* Pick up and deliver parts. Arrange delivery of goods or services.

**REFERENCES**

**1. The Parts Manager Mr. Mudema**

**Toyota Zimbabwe Cfao**

**67 Mutare Road Msasa Harare**

**Cell: +236779480152**

**2. The Human Resources Manager**

**Ms. Yeukai Gatsi**

**Toyota Zimbabwe Cfao**

**67 Mutare Road Msasa Harare**

**Cell: +263-772 515 498**

**3. The Human Resources Officer**

**Mr. Ramson Rosha**

**Toyota Zimbabwe Cfao**

**67 Mutare Road Msasa Harare**

**Cell: +263772425371**

**4. The Chairman Department of International Marketing**

**School of Business Sciences and Management**

**Chinhoyi University of Technology**

**P Bag 7724 Chirundu Road Chinhoyi, Zimbabwe**

**Tel: +263 67 22205/9**