

Kingsley Manye

9205 Price William St, Manassas VA, 20110

Tel: +1 571 589 4632

Email:manyekingsley@gmail.com

Objective

I am young with over 10year experience with an ambitious career path in Supply Chain Management, specializing in Procurement, Logistics, Inventory Management, Warehousing and Data Analysis. I also hold a degree in Information Technology and aspire to get into Supply chain security in the near future. Kindly review my achievements below.

- **Uplink Communications Inc (Tennessee (US))**
Fibre Optic Cable Contractor

August 2021 – Till date

Install residential video, high speed internet and telephone services with excellent customer service.

- Perform residential new connects, reconnects, upgrades and disconnects
- Troubleshoot all services and verify they meet NTI Services and Metrone
- Install and relocate cable outlets.
- Maintain and stock company vehicle with necessary equipment and materials.
- Educate customers on equipment and services.
- Install exterior and interior wiring.

- **Secure Logistics & Warehouse Manager**
Authentix Inc (Ghana Office)

Multinational Company; Verification and Authentication

April 2017 – Jan 2021

- Storage Management:
 - Arrange and plan out warehouse Layouts for easy product identification
 - Reserve Space allocation for future stock receipts
 - Maintains FIFO principles and procedures.
- Inventory Management:
 - Plan and controls inventory levels by conducting physical counts
 - Maintaining documentation and keeping accurate records of warehouse movements.
 - Oversees Customs Clearance and Delivery of Tax stamps via Ports
 - Approval, processing and Fulfillment
- Distribution Management:
 - Plan and Manage Vehicle Routes
 - Maintaining awareness and knowledge of condition and location of fleet vehicles
- Other Responsibilities:
 - Part of a team of 4 to provide Forecasting solutions for the Program
 - Provide analysis on stamp movements via Excel Reports
 - Implementing and overseeing security operations





- **Customer and Operations Manager
TNT Express**

Public Company; 6,001+ employees; Package/Freight Delivery industry
September 2016 – December 2016

- Reviewed client SOP's and introduced SOP to responsible coordinators
- Identified areas of concern in the clients' export/import process through monitoring of team performance against company and client standards, regular audit of shipment documents and accounting, and periodic client reviews.
- Supported the sales team with high volume spot quotations
- Initiated continuous cost and service improvement efforts with air carriers.
- Trained and advised team and clients in areas of Import/Export Administration, Custom Regulations, and Air/Ocean Carrier services.
- Worked constructively with 'internal customers' at other Depots, Hubs and Contact Centers. around the globe.



- **Assistant Freight and Logistics Manager
FedEx**

Public Company; 10,001+ employees; Freight Delivery industry
September 2016 – December 2016 (4months)

- Succeeded to outsource and negotiate air/ocean freight rate contracts and services with new and existing airlines for the outbound market.
- Established key contacts with Airlines and act as the procurement communication lead.
- Work together with the gateways team to analyze and implement, when required, consolidation service opportunities for different trade lanes.
- Provide input to tender management on buying rates, strategic pricing for high cargo volume, consolidation, opportunities and capacity constraints.
- Train and advise team and clients in areas of Import/Export Administration, Custom Regulations, and Air/Ocean Carrier services.
- Supervised the daily operations of the custom bonded warehouse operations.



- **Inventory Management Officer
SGS GHANA**

Multinational Company; 80,001+ employees; Quality industry
September 2014 – August 2016 (2yrs)

- Supervised inventory control functions at various locations around the country, ensuring processes are clearly established and followed to provide timely and accurate inventory information
- Maintained a perpetual master inventory list of all Goods and distributing it on a regular basis to the labs.
- Reviewed and validated all inventory movements entered into the inventory module (Sun Systems)
- Developed all necessary reports and documentation to facilitate accurate inventory counts including records of all audits, counts, and adjustments. Completed and issue all necessary records and reports including filing invoices and maintaining records in a timely and accurate fashion
- Maintained tight security over the inventory. Assured that only authorized personnel have access to inventory records.
- Maintained accurate inventory records to help facilitate shortage detection.



- **PROJECT COORDINATOR
TNT Express**

Public Company; 10,001+ employees; TNT; Package/Freight Delivery industry
May 2013 – August 2014 (1 year)

- **Inventory Lead- CISCO PROJECT**

- Maintained and updated inventory records. Create efficient and accurate inventory management procedures. Performed all daily activities necessary to maintain effective inventory management procedures. Reconciled inventories to book records and make adjustments when necessary. Coordinated the annual physical inventory procedures.
- Planned and implemented a recoup program to ensure all damaged/defective product(s) is accounted for and properly handled by dumping, salvaging, or returning to stock. Maintained records to accurately track-recouped product and return saleable product to stock. Supervised the inventory quality and accuracy assurance programs, including weekly and monthly reports.
- Monitored the operation of all equipment, safety, security and housekeeping of the area and ensures company

policies are followed

- **Freight and Commercial Analyst
TNT Express**

Public Company; 10,001+ employees; TNT; Package/Freight Delivery industry
June 2011 – May 2013 (2years)

- Performs various types of analysis including lane analysis, price analysis, transit time analysis, freight scheduled analysis, and route plans
- Maintained rates and create a quote database
- Prepared progress reports on fuel surcharges and overall expenditure of freights or the organization.
- Prepared Bills of Lading, invoices, manifests, Shipper's Export Declarations (SEDs) and other documentation
- Booked & coordinated of most cost effective and efficient means to import/export goods within expected requirements
- Responsible freight planning and freight prediction duties and makes sure that they are executed within the time period



- **Client Coordinator (Intern) MAERSK - DAMCO Logistics**

Part of A.P Moller Maersk Group Freight Forwarding Industry
September 2010 – April 2011 (8months)

- To ensure that all sales invoices are raised in an accurate and timely fashion in line with the company policy and client requirements.
- Negotiate freight tariffs for import/export bookings with carriers
- Expediting custom clearance formalities on behalf of clients
- Respond to customer's rate/quote requests.

- **Business Development Executive
Ghana India Kofi Annan Centre of Excellence in ICT**

Public owned company /ICT industry
June 2009 – August 2010 (1 year 2months)

- Develop creative strategies to retain the clients including interviewing them to take their feedback and incorporate it into the growth plan
- Prepare the annual marketing budget and track the expenses against the budget
- Research the market for identifying new business opportunities



AREA OF EXPERTISE

- Inventory Management & Warehousing
- Forklift Experience
- Logistics & Transport Management
- Advance Excel & Word Proficient
- Information Systems Management
- Air / Ocean Freight
- Customs Clearance

ACADEMIC QUALIFICATIONS

University of Ghana (KNUST)

- Bsc. Information Technology (Final Year Student)

REFERENCE
