

RABSON SAIDI

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Date of Birth: 25th January, 1999

NRC: 345736/17/1

Marital Status: Single | Gender: Male

Religion: Christianity

Professional Summary

Dedicated and ambitious Transport and Logistics graduate with hands-on managerial experience, a background in automotive engineering, and solid digital and analytical skills. Adept at managing teams, coordinating logistics, and negotiating with vendors analytical thinking, planning, leadership and building strong relationships with clients. Excellent communication skills to ensure correct collection of vital Client information. I am a self-driven and hardworking logician who ensures work is completed in due time. Seeking a challenging position in a reputable organization to contribute meaningfully while growing professionally.

Education Background

- Diploma in Transport and Logistics management - UNZA PROGRAM
- Certificate in Automotive Engineering (Level III)
- Certificate in Basics of Digital Marketing (Level III)
- Certificate in Essentials of Microsoft Excel – Formulas
- Class C1 driver's license at HP driving school
- Grade twelve school certificate – Moomba Secondary school (2016-2018)

Work Experience

1. Manager – Mable’s Events and park 18 miles Supervised a team of 10 employees (2019-2022).
2. Warehouse coordinator 10 miles (2023).
3. Operations assistant - Soonjust Logistics Zambia Limited kitwe (present).

Key Responsibilities where:

- Handled stock management and procurement and Negotiated with suppliers and ensured inventory control .
- Maintained supplier relationships and reduced costs .
- Salesman – Mable’s Events, Assisted in event coordination and customer service .
- Promoted products and achieved sales targets also Maintaining day to day stock level checks.
- Record keeping of the received and issued out stock also Stock level checks and Order requests.
- Fleet Monitoring & Tracking, Monitor and track truck movements in real-time using GPS systems. Ensure timely dispatch and delivery of cargo and Follow up on delays, route deviations, and breakdowns.
- Driver Coordination & Management: Maintain regular communication with drivers for trip updates, Provide routing guidance and operational instructions ,Address driver concerns, complaints, and emergencies.

- Documentation & Clearance: Prepare and verify all transport and cross-border documents, Coordinate with clearing agents to facilitate smooth border clearance (e.g., Congo routes) and Ensure compliance with transport regulations and company policies.
- Reporting & Record Keeping; Prepare daily, weekly, and trip-based tracking reports, maintain accurate records of deliveries, PODs, and dispatch documents and Update operational data in Excel and internal systems.
- Fuel Management: Prepare and issue driver fuel top-up lists, Monitor fuel usage and report discrepancies Ensure efficient fuel utilization across trips.
- POD & Cargo Documentation Handling: Collect, verify, and file Proof of Delivery (PODs).
- Ensure all delivery documentation is complete and properly recorded.
- Vehicle Readiness & Compliance: Ensure vehicles are roadworthy before dispatch, Coordinate maintenance and repairs when required and Verify validity of vehicle licenses, insurance, and permits..
- Operational Coordination: Liaise with warehouse teams, clients, and internal departments.
- Assist in planning and scheduling of trips and deliveries and Ensure smooth flow of logistics operations from dispatch to delivery.
- Issue Resolution & Support: Identify and resolve operational challenges (delays, breakdowns, document issues) Escalate critical issues to management promptly and Support continuous improvement of logistics processes.

Key Skills

- ◆ **Logistics Coordination**, Team Supervision, Inventory Management and Procurement & Vendor Negotiation .
- ◆ **Microsoft Excel (Formulas & Data Management)** and Digital Marketing Basics .
- ◆ **Multitasking** , Time Management and Attention to details .
- ◆ **Transport management system** and Customer Service & Communication .
- ◆ Data Entry & Record Keeping, Problem Solving and Critical Thinking.
- ◆ **Time Management** and Prioritization , Conflict Resolution and Team Mediation .
- ◆ **Adaptability in Fast-Paced Environments** and Basic Financial Literacy (Cost Control & Budgeting).
- ◆ **Fleet & Transport Operations**,Fleet tracking and real-time vehicle monitoring.
- ◆ **Route planning and trip coordination**,Load and dispatch management.
- ◆ **Monitoring truck turnaround time (TAT)**,GVM (Gross Vehicle Mass) tracking and variance analysis Data & Reporting.
- ◆ **Preparing daily tracking and status reports**,POD (Proof of Delivery) management and documentation, Data entry and record keeping (Excel, tracking systems), Generating driver and vehicle performance reports,Analyzing trip data and identifying delays/issues.
- ◆ **Communication & Coordination**:Continuous communication with drivers for updates, Coordinating with clearing agents for cross-border documentation,Liaising with clients, warehouses, and internal teams, Escalating operational issues to management Documentation & Compliance.

- ◆ **Handling cross-border clearance documents,** Ensuring all driver and vehicle documents are valid (permits, insurance, licenses), Compliance with transport and safety regulations, Managing PODs, invoices, and dispatch records.
- ◆ **Fuel & Cost Control;** Preparing driver fuel top-up lists, Monitoring fuel usage and efficiency, Identifying fuel discrepancies or misuse.
- ◆ **Driver Management;** Monitoring driver behavior and performance, Handling driver complaints and resolving issues, Ensuring drivers follow routes, schedules, and company policies, Supporting driver welfare and communication.
- ◆ **Vehicle Readiness & Safety:** Ensuring vehicles are roadworthy before dispatch, Coordinating maintenance and repair schedules, Conducting pre-dispatch checks.
- ◆ **Problem-Solving & Decision-Making:** Handling delays, breakdowns, and route disruptions, Making quick decisions under pressure, Troubleshooting operational challenges.
- ◆ **Technical Skills:** Microsoft Excel (tracking sheets, reports), GPS tracking systems / fleet management software, Document management systems.

Hobbies & Interests

- Teamwork (Former School Prefect)
- Traveling and Exploring
- Reading and Learning
- Socializing & Making Friends
- Listening to Music
- Sports (Football)

REFERENCES

AVAILABLE UPON REQUEST