**David Nicholas Katazza**

 **Tel +223 70469332**

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 **Email****: dkatazza@gmail.com**

 **Date: 08August 2022**

**Dear Sir/Madam**,

**Ref: Cover letter for Katazza David.**

I am known by the name David Nicholas Katazza, aged 37 years and of Ugandan nationality. I strongly believe that my professional background, Managerial skills, broad Logistics, and supply chain management experience of more than nine years as National and International staff has made me sufficiently suitable and appropriate enough for Job opportunities and preferably supply chain management, Managerial and logistics fields.

My academic background in Logistics Management coupled with a Postgraduate Diploma in Logistics and Transport Management, Bachelor’s Degree in Arts majoring in Geography, numerous trainings in supply chain, quality control, UMOJA, JIG, EFMS, IATA, IPSAS and HSSE, hands on training in logistics and transport management has made me multi- skilled with professional capabilities to efficiently perform my duties reliably and be one of the best key players in a team.

I am currently working with United Nations Multidimensional Integrated Stabilization Mission in Mali as Business Analysist (Fuel), and I have previously worked with MONUSCO as well as UNRSCE.

Among my strengths and achievements, I have broad experience in Logistics, Administrative management, project mobilization skills, quality and stocks control, Invoicing and Accounting, operations, good managerial and analytical skills, self-motivated, result oriented and above all a key team player.

I have got good experience in staff recruitment, selection, supervision, and training, I am excellent in English speaking, writing, reading. Basic knowledge in French and generally communication skills with an outstanding knowledge in computer including MS word, Excel, power BI, PowerPoint, email, business intelligence object and Adobe. I have eleven years of experience in driving both 4\*4 and medium vehicles with a valid driving License of Uganda Government.

I am open to new opportunities and challenges and above all I am a fast learner and would be pleased to impact greatly and positively in each opportunity within your organization.

Thank you and I look forward to hearing from you. David Katazza

**CURRICULUM VITAE**

**BIO DATA**

Name **: David Nicholas Katazza**

Sex : Male

Date of Birth : 27th Oct 1984

Marital Status : Married

Nationality : Ugandan

Languages :

 English : Fluent, both spoken and written

 Luganda : Mother tongue, fluent

 French : Basic

Current/Contact Address **United Nations Resource Service Center Entebbe**

 E-mail: dkatazza@gmail.com

Mobile No : +256 782066997; +256 703 511804. (Uganda-Private)

Permanent Home Address: Plot No. 32, Hosanna Estate, Entebbe Municipality,

 Wakiso District, Uganda

**EDUCATION BACKGROUND**

|  |  |  |
| --- | --- | --- |
| **YEAR**2010-2011 | **INSTITUTION**Uganda Management Institute, Kampala Uganda | **AWARD**Postgraduate Diploma in Logistics and Transport Management. |
| 2003-20062001-2002 | Makerere University – Kampala UgandaKyambogo College School – Uganda | Bachelor’s Degree in Arts (Tourism and Geography)UACE (Uganda Advance |
|  |  | Certificate of education) |
| 1997-2000 | Kyambogo College School- Uganda. | UCE Certificate (UgandaCertificate of education) |
| 1989-1996 | Kitebi Primary School- Uganda. | P.L.E. Certificate (PrimaryLeaving Examinations) |

**OTHER COURSES /TRAININGS**

**Year Organization Award**

Dec 2016 UN-MONUSCO UMOJA

 (Certificate)

June 2012 UN-MONUSCO Online Fuel management Courses

 (Fuel Security, Fuel Hazards and Risks,

 Fuel Quality, Spill Management)

|  |  |  |
| --- | --- | --- |
| June 2012Nov.2006 |  IATA UN-MONUSCO | Aviation Fuel Management (Certificate)IPSAS |
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**Additional Qualifications**

1. Possession of valid Uganda Driving permit with over Eleven years driving experience.

2. Possession of a valid United Nations Driving license for medium and light Vehicles.

3. Computer Literate with fluency in MS Word, MS excel, Power point, E mail, Internet and

 Business Intelligence object.

**Ambition:**

To excel as the safest, professional and innovative employee with the highest degree of integrity, team work, respect for diversity, compliance with the procedures and intervening in unsafe acts and influencing others to do the same to make my work place the safest where peoples’ lives and assets are paramount and valued.

“*We all have a right to go home safely and alive everyday*”

**Key Strengths and Competencies:**

* Good managerial, analytical and leadership skills.
* Petroleum Depot Management and operation.
* Electronic Fuel Management System.
* Logistics, Transport & Fleet operations.
* Fuel depot Audit to JIG and IATA standards.
* Health, Safety, Security and Environment, Quality Policies & Implementation/compliance.
* Project mobilization and Management.
* Staff recruitment, selection, training, and supervision.
* Risk assessment and Analysis.
* SOP design for routine and non-routine tasks.

**Working Experience and Responsibilities**

**Nov 2020-todate Current Employer: United Nations Multidimensional Integrated Stabilization Mission in Mali.** Current Position**: BUSSINESS ANALYSIST.**

**Duties assigned:**

* HSSE matters at all Distribution Points (DPs)Waste Oil collection, Oil/water separator, spill kit, PPE, electrical installation (push button and intrinsic installation).
* Tests; pressure tests of hoses, service of fire extinguishers, Tank tests, bonding wire tests, etc.…
* Liaise with Mission Environment Unit for and input required from Fuel Unit including preparation of periodic MEAP reports.
* COVID-19 regulation and compliance; PPE and sanitizers provided to the Unit and the contractor facilities.
* Liaise with MINUSMA Security section for any security issues and advise Contractor accordingly.
* Ensure that QASP is carried out at all DPs.
* Conduct periodic visit to Regional DPs to ensure compliance of the QASP.
* Monthly facility inspection; record and file all for audit trail.
* Witness calibration of meters is done as per standard and on time; Ensure all meters are calibrated and verified.
* Ensure Quality of Aviation into-plane operations compliance.
* Ensure QASP is in place at Contingents Fuel Points.
* Ensure accurate inventory of Fuel Equipment.
* Ensure all major Fuel Equipment are captured in UMOJA including Contractor Support vehicles and mobilized Fuel trucks.
* Initiate write-off when necessary.
* Verification of Contractor fuel issue vouchers after FFP confirmation of observe volumes.
* The convoy scheduling and programme.
* The contractor’s equipment - trucks quality, recovery trucks, PPE, communication equipment, GPS, team leaders.
* Stock at all facilities but particularly in Kidal and Tombouctou as well as Mopti (Jet A-1).

Achievements:

* Efficient and effective fuel logistics operations.
* minimal fuel fraud cases.
* Good understanding with all fuel clients

**May 2019-October 2020 Employer: United Nations Resource Service Center Entebbe Uganda.**

 Current Position**: PROPERTY MANAGEMENT ASSISTANT.**

**Duties assigned:**

* Assist in Receiving all deliveries of the mission supplies. assist in identifying anomalies and\ or discrepancies and the details thereof or any other reasons for rejection and record in damage discrepancy reports post it on the system and presented to the receiving and inspection supervisor and procurement for immediate action.
* Perform physical inspection of UN owned property to ensure that all items are accounted for and in serviceable conditions and verify whether accurate accountability of property and equipment issued to end users is being maintained.
* Perform data entry of the goods receipt reports in UMOJA and Receiving and Inspection reports in Galileo inventory management system. Using Business object report tools to prepare statistical inventory reports to provide feedback to supervisor.
* Assist in maintaining accurate and auditable property records in electronic inventory management system for property control and accountability in line with the administrative instructions guidelines manuals and SOP's.
* Update all physical verification records and data entry in UMOJA/Galileo System. assist in the execution of contracts for the disposal of property and supplies including all types of waste material.
* Assist the supervisor in dealing with the self-Accounting Units for preparation of Equipment write offs and processing of write off cases through relevant property survey boards.
* Assist in the preparation of statistical analysis and trend analysis on United Nations Property.
* Assist the supervisor in efficient management accountability of property control in accordance with the UN regulations and Rules manuals and relevant guidance. Effective tracking monitoring and reporting of all inventory’s transactions and property management related activities.

**March 2015- Apr 2019** Employer**: United Nations Organization Stabilization Mission In the**

 **Democratic Republic of Congo, Goma, DRC.**

 Position Held**: FUEL OPERATIONS SUPERVISOR.**

**Duties assigned:**

* Conduct field visits in all field locations for physical verification of implemented procedures, accounting documentation, startegic fuel reserves, Local Fuel reserves as well as preparing reports.
* Perform regular update of EFMS (Electronic Fuel Management System) reports on Physical Inventory of Fuel products in all Field Locations and fuel points.
* Monitor fuel consumption in Eletronic Fuel Management system and report any pattern of abnormal fuel consumption to the regional fuel supervisor for further action.
* Prepare inspection reports on Fuel sample tests with recommendations for necessary correction or improvements to the chief fuel unit as per the standard operating procedures.
* Assist and participate in the preparation and conducting of periodic trainings of Electronic Fuel Management System to newly rotated contingents and other clients.
* Assist in fuel related Quality Assurance to ensure the standard operating procedures are implemented.
* Implements the internal control systems including accounting, reports on and maintains all electronic/hardcopy records to ensure a proper audit trail.
* Analyzes and verifies incident reports on Health, Safety, Security and Enviroment on fuel Points to ensure proper guidelines are followed.
* Liaise with fuel vendor on fuel delivery into mission area.
* Prepare bulk fuel collection request for military and other clients to fuel vendor and assisting in processing EFMS barcode.
* Ensure proper coordination between sections, such as, MOVCON, Airpos, Engineering, Transport, Supply, RFTs in complying with all the fuel standard operating procedures.
* Assist in collecting, reviewing and assessing information from clients and taking the best possible solution .
* Assist in planning,designing and implementing appropriate systems regarding receiving, storing, and distributing fuel products.
* Ensure regular and timely transmission of fuel, monitor stock levels in all field locations and replenish accordingly.
* Coordinate with cargo unit regarding shipment planning and delivery schedules of fuel products and equipments to sectors.
* Develop databses and electronic tools for reporting on fuel stock held in the field support offices for budget purposes.
* Compile statistical data on emergency fuel stocks for use in making decission and assist in coordinating mission emergency response.
* Apply and monitor quality measures for handling both Aviation and ground fuels, storage and operations to ensure compliance with the standard practice and take the required corrective actions.
* Assist in monitoring the fuel contractor’s endeavours to comply with contract terms and prepare contract performance reports.

**Feb 2010- Feb 2015** Employer: **United Nations** **Organization Stabilization Mission In the**

 **Democratic Republic of Congo, Entebbe, Uganda**

 Current Position: **FUEL INVOICING AND ACCOUNTING ASSISTANT.**

**Duties assigned**:

* Reconcile fuel receipts and issuance to ensure that fuel is not being misappropriated.
* Verify and process invoices submitted by vendors within the time frame and follow up in coordination with contracts management section that further payment is made within contractual deadline.
* Request for cost recovery of POL provided under authorized UN officer to NON MONUSCO entities on cost reimbursement basis.
* Assist in NTE (Not To Exceed) tracking system to make sure expenditures are in accordance of funds given and advise procurement to take appropriate action for request of contract extension and amendment of NTE if required.
* Assist in the preparation of result Based Budget (RBB) and provide initially the budget variance for financial year to justify the utilization of budget.
* Prepare relevant periodical reports (Daily, Weekly, and Monthly Reports) for tracking purposes.
* Update the task order, monitoring database and ensure that information is accurate and up to date at all times.
* Initiate requests for task orders by effectively coordinating with my supervisor.
* Verify the accuracy of information on the invoice and submit it for further processing.
* Refuel vehicles, machines, and generators at Entebbe Support Base.
* Works closely with the assigned staff from MOVCON for movement of bulk fuel to sectors.
* Inventory management of fuel equipment and supplies stored at the Entebbe support base by performing a 100% physical inspection of all fuel equipment and supplies with property control and inventory unit.
* Monitor daily gauging via dip stick measurements of storage tanks to ascertain quantity issued and stock balance.
* Update the mission electronic fuel accounting system (MEFAS).
* Perform basic quality checks of fuel received from vendors such as water contamination and visual examination.
* Dipping of fuel compartments with the guidance of compartment chart, delivery note and ensure that dip readings are in line with the delivery note.
* Verification of quantities received against quantity on delivery note.
* Monitors and reports contract performance to ensure compliance with contractual Key Performance Indicators (KPI), schedules and cost objectives.
* Collaborates with procurement and Contract Management in the elaboration of contracts.
* Monitors the expenditure against the funds allocated by purchase orders in respect to fuel-related requisitions.
* Completes the Receiving and Inspection process.
* Verify accounting records to be maintained at contingent level for all petroleum oil and Lubricants (POL) products and maintain a central database on actual consumption and consumption patterns.
* Validates requests; certifies and forwards requests of bulk fuel to contingents and other users for authorization.

**July 2007- Jan 2010** Employer: **United Nations** **Organization Stabilization Mission In the**

 **Democratic Republic of Congo, Entebbe, Uganda**

 Position Held: **SUPPLY ASSISTANT(Rations)**

**Duties assigned**:

* Receiving, storing, and dispatching products according to set standard operating procedures in the Warehouse with a kin attention to detail while entering and tracking all corresponding data in the computerized Tally inventory management system.
* To install accurate and regularly update stock bin cards on all products and materials always present in the Warehouse.
* Develop a commodity distribution plan and Co-ordinate actual delivery of consignments to Monusco Locations in DRC.
* This position also requires me to advise on procurement Evaluation committees, submit regular reports on stock levels and all transactions in the Warehouse for specific time periods and prepare for periodic stock counts by external personnel among other duties.
* Cares for storage of material and coordinates with the appropriate units for disposal and removal from the asset system.
* Consolidates the general store inventory and update the field Assets control system.
* Coordinates with Receiving and inspection Unit in coordinating all appropriate and inspections operations against purchasing orders invoices.
* Reviews all Unit/Section requisitions of Supplies and, if approved, issues in accordance with appropriate scales of issue, mission requirements in accordance with the stock availability.
* Coordinates and monitor stock flows of non-expendables items under his/her responsibility with the property control and inventory unit.
* Controls all items subject to storage expiration and conducts a periodic physical stock checking.
* Communicates with military on all matters concerning the supplies of military requirements.
* Monitors and controls the receiving of, accounting for, and issuance of all materials required by the mission under the supply section cost center.
* Establishes all safety, health and environmental instructions and guidelines by training subordinates, posting signage, and conducting safety drills.
* Maintain an effective supply management for all commodities received, stored, and distributed across the entire mission.
* Manage field supply Delivery operations and track commitments to all sectors.
* Processing food rations invoices for the organization.

**REFEREES**:

Mr. Miguel Da Conceicao

Invoicing and Accounting Supervisor

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