

**LUMUMBA PATRICK- ONYANGO**  
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**IMPORTS & EXPORTS OFFICER /FREIGHT LOGISTICS SPECIALIST/TRAINER**

### **PROFESSIONAL SUMMARY**

Dedicated, result oriented and experienced imports and exports officer/freight logistics specialist with a strong track record of success in managing complex import and exports operations for over five years. Proven ability to navigate Kenyan import and export customs laws and regulations, stream line logistics and optimize import and export documentation and clearance process for efficient and compliant trade ensuring timely delivery of goods. Skilled in building relationships with key business stakeholders including customs authorities, partner government agencies, customs agents/freight forwarders, transporters, shipping lines, port authorities, container freight stations, suppliers and customers to ensure cost effective business solutions. Experienced in coordinating international shipment and resolving customs disputes relating to tariff classifications, valuation for duties and taxes computations and rules of origin. I possess additional skills in customs declaration, IDF processing, bonds management, Microsoft office suite and can work effectively with larger teams to achieve organizational goals.

### **WORK HISTORY**

#### **KENYA SCHOOL OF REVENUE ADMINISTRATION-NAIROBI**

**Part Time Trainer (Weekend & Evening)- Customs Administration September 2022 - Current**

- Planning and development of course content/curriculum on customs and freight logistics program (Imports and Exports) a course designed for customs agents and freight forwarders.
- Delivery of training and consultancy assignments
- Assessing and examining trainees
- Setting, moderating, invigilating and marking of examinations
- Writing reports and recommendations
- Providing guidance/support on consultancy and research

#### **INDEPTH RESEARCH INSTITUTE (IRES)-NAIROBI**

**Part Time Training Consultant September 2023-January 2025**

- Offering training consultancy on freight logistics/Imports and Exports related programs for both local and international companies.

#### **RAMCO PRINTING WORKS LIMITED-NAIROBI**

**Bond Coordinator Jan2022-Aug 2022**

- Coordinating activities related to importation of raw materials, warehousing and export of finished products under the Essential Goods Production Support Program (EGPSP).
- Raising Purchase Requests and Purchase Orders on SAP for approval, receiving proforma invoice and forwarding to clearing agents for IDF processing on ICMS.
- Following with customs clearing agents to ensure that raw materials imports are cleared promptly at ICD Embakasi and delivered to the company bonded warehouse, received by customs officer and preparation of Goods Receipt Notes
- Ensuring that physical stock is similar to stock balances on KRA Customs ICMS system and Company's SAP
- Sending material quantities to clearing agents for lodging of Ex-Warehouse entries and further removal to production.
- Maintaining and physical filing system for imports and exports
- Preparation of annual duty remission plans, raw material utilization and processing Duty

remission exemptions and reconciliation.

- Management of CB13 bond, presentation duty remission files to KRA for audit and issuance of DRS letters for bond cancellation.
- Following up with insurance companies for obligation discharge for cancelled customs bonds.
- Processing of export documentation including certificate of origin for finished products
- Ensuring exports are promptly cleared through customs and tracking them till delivery to clients at neighboring countries.

### **INTERVEG EXPORTS EPZ LIMITED-NAIROBI**

#### **Documentation Clerk – Clearing and Forwarding Mar2021-Dec2021**

- Developing and overseeing all of the Customs / EPZA regulations, policies, and procedures for the company related to the Shipment of Cargo from the Company's Packhouse to the Airport.
- Promptly procure customers' manifests and book space with the airline handling centers.
- Compare and ensure manifested details tally with the shipping documents
- Ensure stock of bonds are managed and tallied effectively and cancellation monitored daily.
- Ensure the customs entries are prepared with zero errors
- Prepare and make declarations of customs entries within agreed service levels
- Promptly communicate discrepancies/issues to operations manager
- Ensure data has been entered accurately into the ICMS system
- Ensure taxes payable have been captured correctly and promptly paid
- Monitoring and ensuring prompt processing of permits at the KEPHIS and HCD offices
- Performing quality assurance on documentation work processed
- Identify and escalate recurring or consistent problems with systems functionality
- Regularly provide advice to clients, client service team on tax estimates as per KPIs
- Effectively handle all issues arising from disputes over tariff classification and valuation
- Maintained professional working relationship with internal and external customers and colleagues
- Ensured departmental and individual objectives were achieved
- Planning, scheduling and actively participating in departmental meetings
- Establish, prioritize and present departmental action plans for meeting
- Effectively liaise with stakeholders, clients, customs, shipping lines and staff from same and other departments to ensure accuracy in cargo clearance procedures
- Effectively handle customer queries and disputes and proactively following through to resolution
- Promptly investigate and resolve customer complaints escalating to operations manager
- Providing advice to clients on required permits and processes

### **FARGO COURIER LIMITED-NAIROBI**

#### **Logistics Agent, Retail Representative & Operations Clerk (Clearing and Forwarding Division) Aug 2017 – Mar2021:**

Assisting in customs documents verification and declarations

Following up clearance of shipments at ICD and Airport

Processing of cargo permits

Arrangement for payment of duties/taxes and release of shipments

Reporting cargo clearance progress to my supervisor for timely update of clients.

#### **Retail Representative:**

Marketing courier services and acquisition of new clients this led to expansion of retail business seeing several retail outlets being opened in Nairobi.

#### **Logistics Agent**

I specifically dealt with ordering, tracking, tracing, scheduling and planning transportation of cargo to and from the company go downs.

## **RIGE LIMITED-NAIROBI**

### **Intern (Cargo Declaration and Operation) Feb2016-July 2017:**

- Confirmation/verification of received shipment documents
- Advising on any additional information/documents required
- Confirmation of invoices to ensure values tally with customs valuation for similar items
- Confirmation and advice on HS Codes to be used for IDF/Entries
- Ensure documents in files are correct and in order
- Applying IDF and processing cargo permits
- Registering customs entries for all regimes – Exports, Imports, Warehouse, Transit and Trans Shipments
- Preparing the required clearance documents for the port clerks
- Follow-up with KRA, KENTRADE and other government agencies for approval of entries, IDFs and other necessary permits
- Advising company and clients in respect to declarations
- Ensure time resolution of declaration issues with relevant authorities
- Attend meetings and forums especially those related to Customs Documentation
- Providing clients with estimates of duties and taxes if required
- Assist on preparation of bonds registration and cancellation documents
- Ensure forwarding clerks have all required documents for clearance of cargo
- Assist to sort out any tariff dispute by the custom officers during clearance
- Advise the Operations and sales teams on the customs procedures, clarifications, duty tariff codes that might be required by the client
- Advice management on correct and most preferred course of action to overcome technicalities that may arise in declaration or clearing operations for efficient cargo clearance.

## **KENYA PORTS AUTHORITY -MOMBASA**

### **Industrial Attachment Jan-April 2015**

Actively involved in office work dealing with import and export documentation like manifests, billing section for securing various charges like stevedoring, yard operations and inspection, berth operations, claims office, making bay plans, preparation of pick-up orders among other duties.

#### **Conventional Cargo**

- Documentation, Statistics, Import & Export, Operational Drafts, Total Monthly Throughputs, Billing and Out Turn Reports

#### **Terminal Operations**

- Manifest, Export, Import, Billing and Special Service Requests (SSR), Ship Operations, Rail Mounted Gantries, Empties, Information Technology and Statistics, Board Room, Claims and Control Tower.

## **EDUCATION BACKGROUND**

September 2024- Post Graduate Diploma in Education- KCA University- Awaiting Graduation

May 2021- Dec2021: East Africa Customs Freight Forwarding Practicing Certificate (EACFFPC) & Integrated Customs Management System (ICMS). Attained a Distinction

2012-2016: Bachelor of Business Management (Maritime Management)- Clearing & Forwarding. Moi University. Attained Second Class Honours (Upper Division)

2007-2010: KCSE. Moi Nyatike Secondary School. Attained B+ (Plus).

1998-2006- KCPE. Nyandema Primary School. Attained B (plain).

### **OTHER TRAININGS ATTENDED**

8-9.05.2024 –Training of Trainers- Delivery Standards (KESRA)

05.08.2021- Trade Facilitation Platform (TFP) Cargo Permits Processing Training by KENTRADE.

August-September 2012: Driving Class BCE-Rocky Driving School Eldoret.

Jan 2011–April 2011: Certificate in Computer Studies (Microsoft Office) at St. Jude’s Computer Training College (Athi River)

### **SKILLS**

Import/Export Procedures, Customs Documentation and Clearance, Cargo declaration, Microsoft Office, Duty Remission and Tax Exemption, Customs Laws & Regulations, Valuation & Tariff Classification, Port/ICD operations, Shipping/Logistics Coordination, International trade procedures, Clearing and Forwarding Customer Service, Research, Communication, Problem Solving and Negotiation, interpersonal skills, Teamwork, Presentation, Training

### **HOBBIES**

Athletics, Football, Research

### **REFEREES**

1. Mr. Abbakuk Kasibo. Head Customs Training Department-KESRA. 0712766002
2. Mr. Festus Koech – Coordinator Customs Programs – KESRA. 0723547477
3. Peter Odunga: Lecturer MOI UNIVERSITY, Department of Marketing & Logistics. 0708848838