

# KENNEDY SETH

Procurement and Supply Chain Management Professional | Expertise in Strategic Sourcing, Vendor Relations, and Inventory Control

📞 254707576532

📍 P.O Box 1272 - G.P.O, NAIROBI

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KS

## EXPERIENCE

### Procurement Officer

#### MINI GROUP OF COMPANIES

📅 2022 - Present

- Overseeing the entire procurement process, from sourcing and supplier evaluation to contract negotiation and purchase order management.
- Monitoring inventory levels and coordinating timely procurement of materials to avoid stock outs and delays.
- Preparing and maintaining accurate procurement records, invoices, and supplier documentation for audit and compliance.
- Building and maintaining strong relationships with vendors to ensure quality supplies and cost efficiency.
- Collaborating with finance and stores departments to reconcile deliveries, payments, and stock utilization.
- Ensuring adherence to company procurement policies and supporting continuous process improvement.

### Stores clerk

#### Jubilee iron mongers

📅 05/2021 - 2022 📍 Kakamega Branch

- Received, inspected, and recorded incoming materials and supplies to maintain accurate inventory levels.
- Issued goods to departments and updated stock records using manual and digital systems.
- Monitored stock movements and assisted in preparing inventory and reorder reports.
- Ensured proper storage, labeling, and organization of materials for easy retrieval.
- Supported procurement and logistics functions by coordinating deliveries and supplier documentation.

### Volunteer

#### Mama lucy kibaki hospital

📅 01/2021 - 04/2021

- Assisted in patient registration, records management, and filing to support efficient service delivery.
- Supported administrative staff with data entry, documentation, and coordination of daily hospital operations.
- Helped in guiding patients and visitors, ensuring smooth flow and customer care within departments.
- Maintained cleanliness and organization in work areas, promoting a safe and supportive environment.
- Collaborated with healthcare and administrative teams to enhance service efficiency and patient satisfaction.

### Attachment -Procurement Department

#### Mini Bakeries

📅 09/2020 - 12/2020

- Assisted in sourcing and evaluating suppliers to ensure quality and cost-effective purchases.
- Supported the preparation of purchase orders, quotations, and supplier documentation.
- Helped in tracking deliveries and maintaining accurate procurement and inventory records.
- Participated in vendor communication and follow-ups to ensure the timely supply of materials.
- Assisted in updating procurement databases and filing systems for audit and compliance purposes.

## SUMMARY

Results-driven Procurement and Supply Chain Professional with over 3 years of experience in purchasing, inventory control, vendor management, and logistics coordination. Proven ability to streamline procurement processes, negotiate favorable supplier terms, and ensure timely delivery of quality materials. Demonstrated success in maintaining accurate stock records, reducing costs, and improving operational efficiency. Skilled in budget planning, contract management, and compliance with procurement policies. Adept at building strong supplier relationships and collaborating with cross-functional teams to achieve organizational goals. Committed to driving transparency, accountability, and value optimization in all procurement operations.

## SKILLS

### Procurement and Supply Chain Management

#### End-to-End Purchasing Processes

#### Inventory and Stock Control

#### Maintaining Accurate Stock Levels

### Optimizing Storage and Distribution Systems

#### Vendor and Contract Management

#### Compliance with Procurement Terms

### Tracking and Managing Procurement Budgets

#### Record Keeping and Audit Compliance

#### Accurate Documentation and Reporting

#### ERP and MS Office Proficiency

## TRAINING / COURSES

### Certificate of computer training

River terrace techworld-kakamega

EDUCATION

Diploma in Business Administration And Management

Mount Kenya University

2018 - 2020

- (Purchasing and Supply Chain Management)

Kenya Certificate of Secondary Education

Koyonzo secondary school

2014 - 2017

- Attained C Plain

Kenya Certificate of Primary Education

Mumias central primary school

2005 - 2013

LANGUAGES

English

Proficient



Kiswahili

Proficient



REFERENCES

Mrs.Mary Mwangi

Senior Procurement Officer  
Mama Lucy Kibaki Hospital  
P.O BOX 25578-00200  
Nairobi  
0720792855

Mr.Khaled Hadi

Technical Manager  
Mini Bakeries Kangundo  
P.O BOX 17592  
0715547043

Reverend Ainea Murayi

Bungoma Diocese  
Personnel Section-Treasury  
P.O BOX 30005  
Bungoma  
0700338625

KEY ACHIEVEMENTS

Improved Cost Efficiency:

Successfully reduced procurement and supply costs by 12% through effective supplier negotiations, strategic sourcing, and contract management.

Enhanced Inventory Accuracy:

Managed inventory systems maintaining 95% stock accuracy monthly, reducing stock outs and overstocking incidents.

Strengthened Supplier Relations:

Processed and evaluated over 300 supplier quotations, improving procurement turnaround time and overall vendor performance by 20%.

Optimized Budget Planning:

Developed and implemented monthly budget plans that saved the company 10% in operational and spare part expenses.

Ensured Compliance and Transparency:

Maintained accurate procurement and financial records, supporting successful internal audits and full compliance with company policies.

# RIVER TERRACE TECHWORLD-KAKAMEGA

## CERTIFICATE OF COMPUTER TRAINING



IN PARTNERSHIP WITH  
PASHA & ICT AUTHORITY



### Certificate of Completion

*This is to Certify that*

**KENNEDY SETH OPWORA**

Successfully completed a three-months course in the following computer packages

Introduction to Micro-computers

Introduction to MS-windows

MS-Word

MS-Excel

MS-Access

MS-PowerPoint

MS-Publisher

Internet & E-Mail

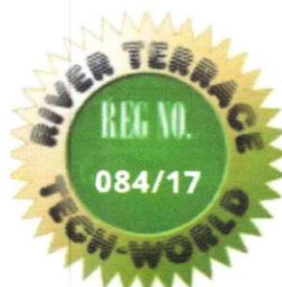
Awarded this 15TH day of \_\_\_\_\_ MAY 2017

RIVER TERRACE TECHWORLD  
P.O. BOX 2987, KAKAMEGA.  
Tel: 076 21828/072006387.

PROGRAM SUPERVISOR

A blue ink signature of the Director.

DIRECTOR







# Mount Kenya University

*This is to certify that*

**OPWORA KENNEDY SETH**

*having satisfied all the requirements was awarded*

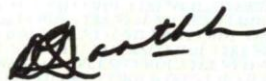
**DIPLOMA IN SUPPLIES  
AND PROCUREMENT MANAGEMENT**

*with*

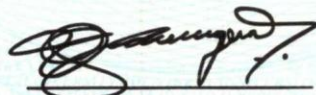
**CREDIT II**

*with all rights and privileges thereunto and admitted to the award  
at a congregation held at this University on the  
fourth day of August in the year Two Thousand  
and Twenty Three,*

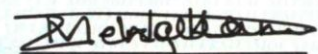
*in testimony whereof we have affixed our signatures and the seal  
of the University.*



Registrar,  
Academic Administration



Vice - Chancellor



Deputy Vice-Chancellor,  
Academic & Research Affairs

