

CURRICULUM VITAE

PERSONAL DETAILS

Name: Ongo'nga Nafsa Achieng
Date of Birth: 23rd September, 2001
Gender: Female
Marital Status: Single
Nationality: Kenyan
Address: P. O. Box 58 Kisumu
Tel: 0768560962
Language: English, Swahili & Luo
Email: achiengnafsa@gmail.com

PERSONAL PROFILE

I am an excellent communicator, a strong negotiator, I always follow organization rules and guidelines strictly. I create good relationship with suppliers. I'm motivated, with good morals and professional technical skills developed through past work experience across all areas of supply chain management.

EDUCATION

Year: 2020 - 2023

Institution: Kabete National polytechnic

Qualification: Diploma in supply chain management

Year: 2016 - 2019

Institution: Achego Girls Secondary School (CPlain)

Qualification: Kenya certificate of secondary education

Year: 2010 - 2015

Institution: Chandadia Primary School

Qualification: Kenya certificate of primary education

EXPERIENCE

i) Procurement Experience

Gilgil sub-country Hospital

February 2023 – April 2023

Duties and responsibilities

- Stock taking
- Inspection, receiving and issuing of goods
- Maintaining records of receipts, issuing voucher and Good Receiving note
- Stores maintenance
- Ensuring compliance of Organization policies
- Ensuring proper coordination and communication other departments

ii) Procurement Officer

Mama Lucy Kibaki Referral Hospital

March 2022 – May 2022

Duties and responsibilities

- Worked to develop and implement cost effective purchasing strategies.
- Ensuring cost effective procurement outcomes by establishing strong relationship with suppliers
- Evaluating market conditions and approach varies suppliers prior to make purchases
- Ensuring proper documentation of procurement proceedings and safe custody of all procurement of records
- Identify area need improvement and offer real solutions
- Ensuring timely delivery
- Prepare procurement reports and identify area of improvement
- Inventory management
- Stock taking
- Preparing of tender documents
- Opening and evaluation of tenders
- Inspection, receiving and issuing of goods

iii) Entrepreneurship

March 2025 – to Date

Duties and responsibilities

- Stock taking
- Purchasing
- Record keeping
- Proper communication with buyers

SKILLS

- Problem solving
- Interpersonal communication skills
- Professional and strong work ethic
- Teamwork and collaboration
- Critical thinking and decision making
- Ability to initiate and innovation
- Effective communication and negotiations
- Time management skills

INTEREST AND HOBBIES

- Reading novels
- Listening to music
- Exploring

REFEREES

Please feel free to contact the under mentioned in regard to my competence, work ethic and performance and any other aspect to me.

Mama Lucy Kibaki
Procurement Officer
Gligil sub-country
Tel: 0715577476

Madam Seline Onyango
Family Friend
Tel: 0724625031

Mr. Ariel Ojanga
Kabete National Polytechnic
Trainer
Tel: 071525372