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### **CAREEROBJECTIVE**

To effectively and efficiently serve in the best of my capacity in Procurement and Administrative field so as to achieve organizational goals and objectives.

Excel in my professional career and use my knowledge to attain success, responsibility and positive influence and work with good leadership.

### **PERSONALATTRIBUTES**

I am pro-active, Self-starter who is self-driven, passionate and is capable of working independently and as part of a team. I wouldliketoworkinabusydynamican challengingenvironment which will help me to achieve the highest level of academic and human development where resourcefulness initiative, hard work and innovativeness would measure success.

### **SKILLSANDCOMPETENCIES**

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- 4+years of progressive experience in procurement, supply chain coordination, stores management, quality control and operations support.
- Experience managing compliance audits, ISO systems, and internal inspections.
- Skilled in vendor coordination, LPO processing stock verification, and document tracking.
- Strategic sourcing and contract negotiation
- · Inventory and demand planning
- · ERP systems (e.g., WMS, SCIO, VMS)
- · Compliance and risk management in procurement
- · Leadership and team development
- Advanced training in Data Protection, ISO9001:2015, and currently pursuing Business Administration & EHS (Environment, Health Safety).

### **ACADEMICQUALIFICATIONSANDTRAININGS**

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- Currently pursuing artificial Intelligence engineering at Martial Jenga labs.
- Executive Diploma in Procurement & Contract Management–UniAthena University (*June-November 2024*)
- Diploma in Purchasing & Supplies Management-Jomo Kenyatta University of Agriculture and Technology (*2015–2018*)
- Computer Certificate–Lee Computer Centre (*2014*)

**CERTIFICATIONS**

- Certified Data Protection Officer at ODPC/Maastricht University
- Certified ISO Auditor–ISO9001:2015 at Millennium Management Consultants (MMC Africa)
- Environment, Health & Safety (EHS) (ISO 45001) at Alison Empower Yourself.

## WORKING EXPERIENCE

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### **Assistant Operations Manager, Quality & Compliance Officer**

*Senaca East Africa (Sep 2023-May 2024)*

- Conducted site inspections to ensure alignment with security, quality, and grooming standards.
- Documented inspection findings and submitted compliance reports to management.
- Reviewed training quality and ensured it adhered to PSRA regulation and internal curriculum.
- Collaborated with ISO specialists to maintain standards in all processes.
- Ensured staff uniforms, vehicle branding, and site deployment met company and legal expectations.

### **Procurement & Administration Manager.**

*Senaca East Africa (Mar 2021-Aug 2023)*

- Managed procurement lifecycles: raised purchase requests, processed LPOs, and reviewed invoices for payment.
  - Ensured orderly storage of inventory and issued stock based on department needs.
  - Maintained vendor communication, resolved supply issues, and supported annual prequalification.
  - Oversaw safety compliance and proper handling of materials per company's policy.
  - Prepared reports for stock trends, shortages, and budget alignment.
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### **Stores Clerk**

*Senaca East Africa (Jun 2019-Feb 2021)*

- Monitored stock movement; updated inventory systems with accurate entries and reconciliations.
  - Identified discrepancies and initiated corrective actions with the inventory manager.
  - Managed return logistics, obsolete item disposal, and packing slip confirmations.
  - Supported equipment upkeep and helped reduce inventory costs through waste control.
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**CORE COMPETENCIES****Procurement and inventory**

- Vendor Management | LPO Processing | Purchase Requisitions
- Stock Control | Supply Chain Coordination | Cost Analysis

**Operations & Compliance**

- InternalAudits|ISO9001:2015Inspections|PSRARegulations
- Quality Control |Equipment & Fleet Management |Policy Enforcement
- K9Management

**Administrative Support**

- Staff Coordination| Records Management| Scheduling
- Documentation| Reporting| Training Quality Assessment

**Tech& Soft Skills**

- Basic Computer Proficiency| Detail Orientation
- Graphics designer
- Artificial Intelligence Empowered
- Communication| Time Management |Problem Solving

**INTERESTS.**

- Adventuring and travelling,
- Driving Qualified with a valid License.
- Graphics Designer skills,
- Interest in new IT Skills. (A.I)
- Community engagement and youth counseling and mentorship.

**REFERENCES.****1.**John Sanaga

General Manager, Senaca

East Africa

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**2.**Caroline Nyaga,

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