

MOSES MTENGO KITALO

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Summary

Adaptable Stock Controller with extensive experience in material handling inspections and shipping and receiving. Focused on continual process improvement and cost reduction. Strong communication and interpersonal skills with the ability to interact effectively with all levels of staff. Applies a proactive assertive and creative approach to problem solving.

Experienced administrative assistant with a passion for helping others. Possesses strong organizational and communication skills. Looking to leverage my experience to contribute to a team.

Education

Year	Institution	Certificate
2017 – 2020	Pwani University. Ongoing;	B.Sc. Environmental (Public health)
2014 – 2016	Pwani University.	Dip. Community Development
2014 – 2016	Pwani University.	Cert. Peer Counseling.
2014 – 2014	Divas Technology.	Computer Package
2010 – 2013	Dr. Krapf Memorial Sec.	KCSE
2001 – 2008	Mikiriani Primary School.	KCPE

Highlights

Record keeping	Customer relationships
Safety-oriented	Microsoft Excel
Shipping and receiving	
Stocking and replenishing	Basic accounting
Safety processes and procedures	Online supply requests
	Product restocking

Experience

Stock Controller/Purchasing Officer.

11/1/2021-2024 – Current

Company Name; Mombasa Golf Club.

- Check and compare goods received with purchase invoices bills of lading purchase orders and requisitions and Filled requisitions, deliver supplies and packaged goods for shipment
- Counted quantities and items received to assure that receiving records reflect an accurate accounting of goods delivered
- Perform physical inventories and keep perpetual inventory records of the quantities of stock on hand
- Order and deliver supplies from requisitions and online supply requests
- Develop and maintain a database of suppliers, vendors, and contractors. Maintain appropriate filing systems for all documents, records, and reports.
- Sourcing materials, goods, products, and services and negotiating the best or most cost-effective contracts and deals. Performing inventory inspections and reordering supplies and stock as necessary
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- Inspecting stock and reporting any faulty items or inconsistencies immediately.
- Updating and maintaining records of all orders, payments, and received stock.
- Coordinating with the delivery team and following up on delays or orders that have been rescheduled.
- Equipment maintenance to ensure they are in good working condition and adhering to safety protocols

Administrative Assistant

12/1/2020 – 10/1/2023

Company Name: Mombasa Golf Club.

- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, participating in professional societies
- Managed executive calendar, scheduled meetings and coordinated travel arrangements, resulting in increased efficiency and on-time appointments.
- Streamlined document organization and file management system, reducing retrieval time.
- Assisted in planning and executing corporate events, ensuring seamless coordination and successful outcomes.

- Responded to phone inquiries and directed calls to appropriate personnel, enhancing customer service experience.
- Prepared reports, presentations and correspondence with high accuracy and attention to detail.
- Answer and direct phone calls of the members, Organize, appointments and directors
- Prepare and monitor invoices and generate reports
- Reply to email, telephone, or face-to-face
- Cover the reception desk when required
- Develop and update administrative systems to make them more efficient
- Implement clerical duties and administrative processes

Community Facilitator

8/1/2002 – 11/1/2005

Company Name: KEMRI - KILIF

- Taking minutes of departmental meetings and Filing of various documents including quotations, minutes and contracts of suppliers.
- Issuing and receiving of stock, preparation and maintenance of stores records.
- Stock taking, inventory and reconciliation stock adjustment, preparing of goods received note, purchase invoice, purchase returns and purchase Credit note.
- Warehouse security safety and cleanliness and implementing and enforcement of Procurement and Stores regulations, policies systems and procedures.
- Good filling of stock document for easy reference, scanning of various procurement documents in the office.

Skills and Competencies:

- Good understanding of inventory-related operational and control requirements;
- Strong analytical and problem solving skills;
- Team player with good communication skills;
- Ability to work with minimal supervision
- Knowledge of proper bookkeeping and inventory management
- Analytical mind with ability to make accurate mathematical computations
- Business driven, people focused, excellent organizational, multi-tasking, presentation and time management skills.

REFEREES

<p>MR. SALIM MWALUKORE Community Liaison Manager KEMRI/Wellcome Trust P.O. Box 230-80108; Kilifi-Kenya Mobile: 0723748394 Email: SMwalukore@kemri-wellcome.org/smwalukore@yahoo.com</p>	<p>Walter Kagohu County Public Health County Department of Health P.O. Box 9-80108 Kilifi-Kenya Mobile:0722119159 Email: walterkaingu@yahoo.com</p>	<p>Hassan Juma Alphan Community Facilitator KEMRI/Wellcome Trust P.O. Box 230-80108 Kilifi-Kenya Mobile:0715480375/0731300622 hassanalphan@gmail.com/HAlphan@kemri-wellcome.org</p>
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