

# PAULINE NALIAKA WAFULA

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## OBJECTIVE

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

## EXPERIENCE

Jan,2024 -  
May,2024

### Friends School Malava Girls

Storekeeper

- Order supplies
- Receive and inspect supplies
- Store the materials and supplies delivered
- Maintain records accurately
- Monitoting stock levels by conducting stock checks

Jan 2020 -  
Dec 2023

### M'big company Ltd

Storekeeper

- Receiving,storing and issuing of construction materials
- Accurate inventory control through proper record keeping
- Inspection of deliveries for quality and quantity
- Managing the overall storage space to minimze damage and loss while maintaining efficient material flow to the construction teams

Jan 2019 -  
June 2019

### Tesia supermarket

Storekeeper/cashier

- Inventory management
- Recieving and dispatching goods
- Maintain records
- Ensure safety and security of the goods

September,2017  
-  
December,2017

### Bungoma county,Ministry of Interior and Co-ordination of National Government

Procurement Officer ( Trainee)

- Advertising of tenders
- Attending tender opening committee
- Organizing and keeping the office neat
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September,2016  
-  
December,2016

### Webuye county Hospital

Storekeeper( Trainee)

- Managing the inventory of medical supplies and equipment
- Ensuring proper storage
- Accurate record keeping
- Timely distribution to different departments within the hospital
- Maintaining compliance with quality and safety standards
- Monitoring stock levels to prevent shortages and expirations

## EDUCATION

2025

### Alison online

Diploma in Transport Management  
Credit

2018

### Sang'alo Institute of science and technology

Diploma Supply chain management  
Credit

2013	Lumonya high school KCSE C plain
2009	Lutasa RC primary KCPE 345

## SKILLS

- Good communication skills
- Good IT skills, microsoft office
- Team leadership
- Strong organizational skills
- problem solving

## REFERENCE

- **Mr.Evans Mwombe - Friends school Malava Girls**  
Storekeeper  
mwombevans@gmail.com  
+254726568045
- **Mr. Benjamin Wafula - M'big Ltd**  
Manager  
benja20@gmail.com  
+254722513286

## ADDITIONAL INFORMATION

Attained certificate in Transport management  
Member of Kenya Institute of supplies and management -KISM  
Driving license class B  
ICT certificate



PAULINE NALIKA WAFULA