

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
- Monitoring 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 minimize damage and loss while maintaining efficient material flow to the construction teams

Jan 2019 -
June 2019

Tesia supermarket

Storekeeper/cashier

- Inventory management
- Receiving 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



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