

CURRICULUM VITAE

Personal Information

Name: Moses Lopeyok

Nationality: Kenyan

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PERSONAL PROFILE

I am Moses Lopeyok, a dedicated Procurement Professional with a Bachelor of Commerce degree in Purchasing and Supply Chain Management from Masinde Muliro University of Science and Technology. Currently serving as Procurement Officer at Fred's Ranch and Resort. I possess strong skills in Procurement planning, Supplier management, and Inventory control. My previous roles at Sishol Healthcare Solutions Limited and Commodities Fund have honed my abilities in policy implementation and contract negotiation. I am committed to enhancing organizational efficiency through strategic procurement practices and I am passionate about continuous learning and professional growth.

EDUCATION:

Masinde Muliro University of Science and Technology (MMUST)

Degree: Bachelor of Commerce (Purchasing and Supply Chain Management)

Graduation Date: December 9, 2022

Honors: Second Class Honors (Lower Division)

Stratford College

Certification: Computer Application Packages

Duration: 2021-2022

Skills: Microsoft Windows, Word, Excel, Access, PowerPoint, Publisher, Outlook, Internet, etc.

Rocky Driving School

Certification: Class B Driver's License (Salon Cars)

Duration: August – December 2021

Chewoyet High School

Certification: Kenya Certificate of Secondary Education (KCSE)

Year Attended: 2014 -2017

Grade : C+

Nauyapong Primary School

Certification: Kenya Certificate of Primary Education (KCSE)

Year Attended: 2006 -2013

Marks : 375

PROFESSIONAL EXPERIENCE

Freds Ranch and Resort

Position: Procurement Officer.

Duration: Sept 1,2025 To Date

Duties/Responsibilities.

- Establishing and maintaining long-term partnerships with suppliers, evaluating supplier performance, and discussing with them on the best strategies to improve their performance.
- Conducting market research and monitoring market trends so as to identify cost-saving opportunities and manage procurement risks.
- Collaborating with user departments to forecast needs and assist in development of clear item specifications.
- Preparing monthly procurement plans and budgets, procurement cost analysis and performance reports, and presenting to the management to support strategic decision making.
- Timely sourcing of goods and services, and following-up with suppliers to ensure timely deliveries.
- Drafting of contracts, and overseeing their signing and implementation by both supplier and the company.
- Maintaining an updated database of approved suppliers, and ensuring all procurement records are filed and accurately updated.
- Managing assets and inventory by receiving and inspecting procured items, ensuring items are timely issued to user departments and branches upon request, monitoring stock levels, conducting bi-monthly stock takes and organizing for disposal of surplus and obsolete stores.

Sishol Healthcare Solutions Limited

Position: Procurement Officer.

Duration: Oct 1,2024 To Aug 31st 2025

Duties/Responsibilities.

- Identify, evaluate, and engage suppliers that meet the company's quality, cost, and delivery standards.
- Negotiate favorable terms with suppliers, including pricing, delivery schedules, and payment conditions.
- Maintain and manage supplier relationships to ensure continuous supply chain efficiency and resolve any issues.
- Collaborate with the sales and distribution teams to understand client needs and ensure the availability of necessary supplies.
- Coordinate with suppliers to ensure timely and accurate delivery of products to meet client demands.

- Monitor inventory levels to balance the need for sufficient stock with the goal of minimizing holding costs.
- Implement inventory control measures to maintain accurate stock levels and minimize waste or loss.
- Manage the tendering process for large-scale procurement, including drafting and issuing RFPs, RFQs, evaluating bids, and negotiating contracts.
- Ensure all contracts with suppliers and clients are properly documented and adhered to by both parties.
- Ensure all procurement activities comply with relevant laws, regulations, and company policies.
- Identify and mitigate risks related to the sourcing and supplying of healthcare products, including quality issues, supply chain disruptions, and legal compliance.
- Monitor procurement and supply budgets to ensure expenditures are within approved limits and aligned with financial goals.
- Maintain accurate and up-to-date records of all procurement and supply activities, including purchase orders, contracts, supplier performance, and client deliveries.
- Prepare regular reports on procurement and supply chain performance, highlighting key metrics and areas for improvement.
- Prepare LPOs using Quickbooks.

Public Service Commission (Commodities Fund)

Position: Procurement Intern

Duration : April 2023 – 31st March 2024

Responsibilities:

- Prepare RFQ and tender documents
- Maintain procurement records (e.g., bin cards and electronic records)
- Foster relationships between suppliers and the organization
- Plan and implement procurement policies
- Select and appraise suppliers
- Draft minutes, inspection reports, and award notifications
- Supervise tenders and large purchases
- Coordinate requisitions across departments for optimized purchase orders
- Monitor procurement processes in compliance with the Public Procurement and Disposal Act, 2015

- Conduct frequent stock checks and manage inventory
- Utilize **ERP** systems for procurement activities
- Execute cost-saving measures through market research and contract negotiation

Pokot North Sub-County

Position: Procurement Volunteer. **Duration:** January 2022 - March 2023

Responsibilities

- Prepare RFQ and tender documents
- Maintain procurement records.

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- Utilize **IFMIS** systems for procurement activities
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West Pokot County Government - Department of Finance and Economic Planning Position:

Procurement Attaché

Duration: May 2021– July 2021

Responsibilities

- Prepare RFQ and tender documents
- Maintain procurement records (e.g., bin cards and electronic records)
- Foster relationships between suppliers and the organization

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- Select and appraise suppliers
- Draft minutes, inspection reports, and award notifications
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CORE SKILLS AND COMPETENCIES:

Soft Skills

- Problem Solving
- Teamwork and Collaboration
- Leadership and Supervision
- Interpersonal and Communication Skills
- Critical Thinking and Decision-Making
- Flexibility and Adaptability

Hard Skills

- IT Proficiency (ERP Systems, IFMIS)
- Budget Negotiation
- Inventory and Records Management
- Stock taking
- Office Administration

Hobbies

- Raising Awareness of Outdated Cultural Practices
- Motivational Speaking
- Playing Football and Volleyball

Awards

2022: Certificate of Participation in Time Series Analysis (Stata Version 16 & 21) - MMUST

December 2021: Certificate of Participation in Corporate Social Responsibility (CSR) - Kakamega School for the Deaf

March 2021: Certificate of Participation in MMUMPSA 2nd Edition Medical Camp - Masjid Tawakal Taqwa

March 2021: Certificate of Participation in CSR - Kakamega School for the Deaf **March 2019:**

Certificate of Participation in Foundation Life Skill Orientation Program – MMUST.

October 2017: Certificate of Leadership as Choir Master - Young Catholic Society (YCS)

Languages

- English
- Kiswahili
- Pokot

Reference

1. Mr. Daniel Moronge

Warehouse Manager-Sishol Healthcare Solutions Limited.

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2. Mr. Joseph Muhuthu

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3. Mr. Naibei Chepruch

Human Resource Manager- Pokot North Sub-County.

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4. Ms. Scholar Cherop

Procurement Manager -West Pokot County Government.

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