

JAMES MUKONYOLE MUYEKHO

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CAREER PROFILE SUMMARY

Highly Passionate, Efficient and Result-focused Procurement, Logistics & Warehousing Professional with knowledge in inventory, supply chain management, cost management, team coordination as well as client service engagement. My professional knowledge extends to an ability to successfully develop and implement supply chain strategies and operations as gained from working in the procurement, logistics and supply chain departments. I have an exhaustive practice ranging across successful customer service and satisfaction, business development and revenue control. Self-motivated, enthusiastic and strategic thinker; Excellent Communication skills; Team player; Analytical & Pro-active. Ready to perform all services professionally to the best of my ability with concern for the best interest of those whom the services are performed. Ability to partner closely with business leaders, C – Level executives and excel in developing and monitoring high focused team that successfully meets and exceeds companies' objectives.

KEY SKILLS AND COMPETENCIES

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| <ul style="list-style-type: none">• Purchasing Strategies & Order Systems• Supply Chain, Logistics & Procurement Inventory• Stock and Cost Controls & Reviews• Credit & Debt Management People Management• Complex Negotiations• Training/Coaching/Mentoring• Risk Management• Pricing/Open Book Costing• Supplier/Vendor Management• Inventory Management• Category Management• Project Management | <ul style="list-style-type: none">• Order Planning• Awareness about market dynamics• Cost & Revenue Optimization• Supply and Demand Planning• Team Management• Financial knowledge• High delinquency management• Financial analysis• Customer Relationship Management• Ethical and Social Responsibility• Data analysis and Reporting• Customer Orientation & Relations• IT Conversant -System Application in Products (SAP) |
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WORK HISTORY

Business Development Officer
Juhudi Kilimo | Jun 2023 to date

Duties and Responsibilities

- Implementing the Business Development strategy and plans for the assigned portfolio and targets while ensuring adherence to policies and processes for delivery of targets
- Managing risks to achieve a quality portfolio in line with set targets through client training loan appraisal, portfolio management, loan repayment and follow up
- Ensuring that all deposits have been apportioned as per customers' payment within the stipulated

time

- Carrying out a market analysis for the assigned area to identify potential customers
- Creating awareness through marketing activities including promotion and outreach programs to generate leads and conversions
- Carrying out customer screening, recruitment, training and evaluation in the targeted markets
- Carrying out loan appraisal, assessment and loan processing in line with the credit policy
- Ensure service delivery through regular group/customer visits, turn around, customer feedback, loan progress and repayment plans for sustained relationship and customer satisfaction
- Preparing daily group status reports and sharing with the branch team for branch health and sustainability
- Identify and recommending best practices for innovation to ensure new and improved processes, products and services Implementing service quality, customer excellence and change initiatives to achieve required business performance and culture

Key Achievements & Highlights

- Delinquency Management and Sustainability: "Developed and implemented robust risk assessment protocols, resulting in a 60% reduction in delinquency rates and enhancing the institution's financial stability."
- Client Impact and Empowerment. "Led initiatives to expand financial literacy programs, reaching more than 500 clients for the period and equipping them with essential skills for financial management and entrepreneurship."
- Clientele Growth

Attaché

County Government of Kakamega | Jan to Apr, 2021

Duties and Responsibilities

- Processing of LPO/ LSO to facilitate purchase of goods and services.
- Analyze the purchase requisition from the user departments and determine the appropriate method of procurement, quotation, tender and request for proposals.
- Consolidation of all requisitions and preparation of a consolidated procurement plan for the county.
- Opening, evaluation and award of tender documents.
- Manage and minimize the risks that could affect or interrupt the supply chain.

Key Achievements & Highlights

- Supplier base expansion
- Reduction in lead time

Attaché

County Government of Siaya | Aug to Dec, 2019

Duties and Responsibilities

- Oversee product storage, handling and distribution
- Plan and implement logistical strategy, ensuring targets are met
- Negotiate contracts with suppliers and customers
- Work with procurement managers and buyers to source the right products
- Control manufacturing and delivery processes
- Develop new and maintained existing relationships with suppliers

Key Achievements & Highlights

- Reduction in transportation cost

- Supplier quality improvements

EDUCATION & CREDENTIALS

- Diploma in Procurement and Supply Chain Management, Credit - Siaya Institute of Technology; 2018 - 2021:

PROFESSIONAL TRAINING AND CERTIFICATION

- Driving at Imperial driving school
- Computer applications and packages
- Cyber world Technologies

INTERESTS

- Travelling, Watching, Listening Music, Reading Novels and Swimming

REFEREES

Justine Kiprop Kipkorir

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