

DUNCAN GWEHONA LUBIRA
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PROFILE SUMMARY

Resourceful and hands-on professional with proven experience in procurement, logistics, site operations, and occupational health and safety within the construction sector. Skilled in sourcing and managing suppliers, coordinating site materials, operating construction machinery, and supporting masonry activities. Demonstrates strong organizational and communication skills, with a solid understanding of workplace safety procedures and compliance standards. Known for adaptability, teamwork, and proactive problem-solving across dynamic project environments. Committed to contributing effectively to operational efficiency and project success. I seek challenging opportunities where I can fully use my technical, procurement, and site safety skills for the success of the organization.

PROFESSIONAL SKILLS

- **Procurement & Supply Chain Management** – Skilled in sourcing, evaluating, and negotiating with vendors to ensure timely and cost-effective procurement of construction materials and site supplies.
- **Site Logistics & Inventory Coordination** – Experienced in managing on-site material flow, equipment tracking, and maintaining accurate inventory records.
- **Construction Machinery Operation** – Proficient in operating mobile cranes, concrete mixers, and handling daily machine inspections and maintenance.
- **Occupational Health & Safety Compliance** – Certified in workplace safety; capable of conducting risk assessments, safety audits, and leading safety awareness initiatives.
- **Masonry & Site Support Work** – Practical knowledge in masonry tasks, load handling, and assisting with structural works.
- **Vendor & Stakeholder Coordination** – Strong interpersonal skills for liaising with suppliers, storekeepers, foremen, and site supervisors.
- **Record Keeping & Documentation** – Detail-oriented in maintaining procurement files, incident logs, and daily site activity reports.
- **Problem Solving & Adaptability** – Quick thinker with a proactive approach to resolving supply delays, site issues, and operational gaps.
- **Team Collaboration & Leadership** – Capable of leading safety committees and supporting cross-functional teams to achieve project goals.

WORK EXPERIENCE

Halane Construction Company Ltd
Procurement & Logistics Officer | Masonry & Machine Operator
December 2024 – May 2025
Duties/Responsibilities

- Coordinated procurement activities including sourcing, evaluation, and contracting of suppliers
- Managed logistics processes, including delivery follow-ups and inventory coordination
- Operated basic site machinery and participated in manual masonry work when required
- Prepared purchase orders and tracked delivery timelines for construction materials
- Maintained accurate procurement records and inventory levels
- Ensured compliance with company procurement policies and procedures
- Liaised with site supervisors and storekeepers to forecast and fulfill material needs

- Negotiated with suppliers for better pricing and terms
- Supported financial reconciliation of procurement expenses with accounts department

Zima Homes Limited

Safety Personnel | Chairperson of the Site Health & Safety Committee

January 2024 – November 2024

Duties/Responsibilities

- Conducting safety inspections and routine follow-ups
- Enforcement of employer's safety measures and compliance with legal requirements
- Keeping comprehensive safety and incident records
- Creating daily safety awareness among workers
- Advising on emerging safety trends
- Supporting procurement operations, including receiving and verifying delivery of safety materials and site supplies
- Coordinating supplier follow-ups to ensure timely delivery of safety equipment

Buildx Group Limited

Mobile Crane Operator | Site Logistics Support

May 2022 – August 2023

Duties & Responsibilities

- Operating mobile cranes and assisting with lifting logistics
- Daily maintenance and inspection of crane and concrete mixers
- Ensuring safe and proper machine use on-site
- Assisting with manual handling and load coordination
- Supported site procurement by liaising with storekeepers on machine parts and site consumables
- Maintained records of received materials and flagged shortages to site management

EDUCATION

Zima Homes Limited

Certificate in Occupational Health and Safety Certified

University of Nairobi

Bachelor of Science (Chemistry)

Second Class – Lower Division

Matunda S.A Secondary School

Kenya Certificate of Secondary Education

Grade: B (Minus)

Mtoni Primary School

Kenya Certificate of Primary Education

Grade: B

REFERENCES

Jackson Nyaga
Site Supervisor – Zima Homes Limited
0724 823 811

Wasike John
General Foreman – Buildx Group Limited
0796 921 511