

CURRICULUM VITÆ

RAYMOND BOSIRE KENYORU

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EDUCATION

UNIVERSITY OF NAIROBI

DIPLOMA IN BUSINESS MANAGEMENT (2014-2016)

- PERSONNEL MANAGEMENT AND INDUSTRIAL RELATIONS
- FUNDAMENTALS OF ACCOUNTING
- MARKETING MANAGEMENT
- INTRODUCTION TO RESEARCH METHODS
- COMPUTER APPLICATIONS
- QUANTITATIVE METHODS
- INTRODUCTION TO INSURANCE AND BANKING
- FINANCIAL MANAGEMENT
- COMMERCIAL LAW
- BUSINESS POLICY AND STRATEGIC PLANNING
- MARKET, PLANNING AND CONTROL
- HUMAN RESOURCE MANAGEMENT
- PURCHASING AND SUPPLIES MANAGEMENT
- MATERIAL PRODUCTION, CONTROL AND MONITORING.
- RESEARCH

BORABU INSTITUTE OF TECHNOLOGY AND TRAINING- CERTIFICATE IN COMPUTER PACKAGES AND EDUCATION (2009-2010- (CREDIT)

ST THOMAS TURWA SEC. SCHOOL—KCSE CERTIFICATE=(2005-20008)

JADAMA JUNIOUR ACADEMY—KCPE CERTIFICATE (1996-2004)

CAREER OBJECTIVES

- Working in an environment that entails substantial demand for great potential, calling for targets, result oriented a chore that needs dedication and initiative to rise to the challenges posed.
- Committed to work where my skills and knowledge can be adequately utilized in order for the spirit of providing the best to my clients is realized and goals achieved.
- A strong commitment and passion to contribute to the progressive economic and social growth in this developing space and also tech space.
- To competitively develop my career further and grow professionally by working with growth oriented institutions and organizations that fully utilize my potential and skills to maximum and

develop a clear sense of duty by being open minded to accommodate new ideas, creativity, innovativeness and knowledge.

SKILLS

- COMPETENCE: OFFICE AUTOMATION (MS WORD, MS EXCEL, POWERPOINT, MS ACCESS)
- OUTLOOK AND INTERNET COMPUTING; ANALYSIS AND NUMERACY.
- ADMINISTRATIVE DUTIES.
- PLANNING AND ORGANIZING: REFINED PLANNING AND ORGANIZATIONAL SKILLS THAT BALANCE WORK, TEAM SUPPORT AND AD- HOC RESPONSIBILITIES IN A TIMELY AND PROFESSIONAL MANNER.
- LEADERSHIP AND MANAGEMENT SKILLS: I AM A GOAL DRIVEN PERSON WHO MAINTAINS A PRODUCTIVE CLIMATE AND CONFIDENTLY MOTIVATES, MOBILIZES AND UNITES TEAM MEMBERS TO MEET HIGH PERFORMANCE STANDARDS.
- STOCKTAKE AND INVENTORY MONITORING.

WORK EXPERIENCE

PROCUREMENT ASSISTANT-2020-DATE

KWALE INTERNATIONAL SUGAR COMPANY LIMITED

- Receiving Purchase Requisitions from various Departmental End Users and capturing them To PR Database for easy tracking on their respective statuses when closed and open
- Creating a Floating plan of the PRS received upon assessment on the urgency and priority
- Raising the RFQs of the PRS as per the floating plan identified to various potential vendors/suppliers and also to the newly identified ones
- Comparative Price analysis upon receiving the quotations from respective suppliers
- Raising of Purchase Orders to the various identified vendors for material supply.
- Minimizing delays and other issues by regular engaging suppliers as per the contract agreed
- Doing a three way matching process upon supply of materials to determine the quantity, quality and cost billed as per the contract
- Generation of weekly/monthly reports on PRS and POS Statuses and other reports as assigned by supervisor/Manager
- Standardizing purchase and supply procedures, keeping up-to- date master lists of pricing, delivery schedules, and supplier contracts.
- Maintaining inventory supplies within desirable minimum and maximum levels with collaboration with stores and warehouse department
- Spotting errors, discrepancies by comparing supplier paperwork against shipments and quickly addressing irregularities with finance /Accounts departments
- Maintaining a clear filing system of all the procurement and supply chain documents including invoices, PRS, POS and even the prices analysis documents.

STORES/INVENTORY ASSISTANT-2019-2020

KWALE INTERNATIONAL SUGAR COMPANY LIMITED

- Stocktaking and Inventory monitoring to ensure a smooth issue of materials to the issue department.
- Ensuring accurate accounting of the materials received and issued by updating respective Bin Cards.

- Ensuring a favorable working atmosphere is maintained for the personnel working in the store.
- Checking the indents for correctness in all respects. If found OK, they issue the materials. If they find any discrepancies they return the indent for rectification
- Filing stores reports and Database updating on daily Operations
- Administrative and clerical duties as assigned by the supervisor including filing, photocopying, scanning,

ADMINISTRATIVE INTERN 2017-2018

KENYA TEA DEVELOPMENT AUTHORITY (KTDA)

- Opening and closing of trip reports in the system of vehicle requisition, various data entry in the system regarding payments and mileages.
- Updating of records of cheques dispatched, payments made to various factories across the country.
- Recording, computing and analysis of vehicle work tickets of company cars.
- Receiving and dispatching mails in the registry.
- Filing documents in their respective files
- Taking record and maintaining company inventory.
- Collection of receipts of rent payments and delivering of invoices to tenants.
- Property monitoring and supervision of maintenance and repair and also assessing cleaners work.
- Answering of customer calls in administration in regard to mails and other inquiries

ACCOUNTS/FINANCE INTERN 2017-2018

KENYA TEA DEVELOPMENT AUTHORITY (KTDA)

- Raising and generation of Electronic Fund Transfers (E.F.Ts) of both KTDA Holdings and KTDA Management Services
- Delivering of cheques to respective departments for signing and also to the cashier office for Holo-gramming
- Raising of credit notes to zeroize debtors outstanding invoice in the books of both KTDA holdings and management services
- Introduced to a new system called “SAP” for capturing and updating invoices already captured in the old system called INFORMIX of various factories and posting them
- Raising invoices involving corporate guarantee and also others with withholding tax of various debtors (factories) and coding the already raised.

POLLING/TALLYING CLERK

INDEPENDENT ELECTORAL AND BOUNDARIES COMMISSION (IEBC)- 2013/2017

REFEREES

SELVANATHAN SURESH- OPERATIONS MANAGER/HOD PROCUREMENT

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ELIZABETH KIHORO- ASSISTANT REGISTRAR

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