

CURRICULUM VITAE

Name: Nelson Ekesa

Phone: 0706732799

Email: nelsonekesa2022@gmail.com

Address: P.O. Box 8, Amukura, Busia County, Kenya

CAREER OBJECTIVE

A motivated Procurement and Supply Chain Management graduate seeking a Procurement Assistant position where I can support purchasing operations, supplier coordination, record management, and inventory control while contributing to cost efficiency and timely procurement processes.

PROFESSIONAL PROFILE

Detail-oriented and organized Procurement graduate with practical experience in procurement support, stores operations, production environments, and administration. Skilled in preparing procurement documents, maintaining accurate records, assisting in supplier management, and supporting inventory systems. Proficient in Microsoft Office and SAP with strong ethics, communication, and teamwork abilities.

KEY SKILLS

Procurement Documentation & Filing

Purchase Requisitions & LPO Support

Supplier Communication & Follow-up

Inventory Control & Stock Reconciliation

Market Research & Quotation Analysis

SAP System & Microsoft Office

Record Keeping & Reporting

Ethics, Compliance & Confidentiality

WORK EXPERIENCE

Stores and Admin Apprentice

Tuutis Ventures Limited — August 2025 to November 2025

Assisted in preparing purchase requisitions, delivery notes, and internal procurement records.

Supported supplier coordination and follow-up on deliveries.

Maintained organized filing systems for procurement and stores documents.

Participated in stock taking, inventory reconciliation, and report preparation.

Supported office administration and procurement planning activities.

Production Operator

Kenpoly Manufacturing Company (under Volts Management) — March 2025 – August 2025

Worked closely with stores and procurement departments to support raw material flow.

Prepared production records used for procurement planning.

Ensured proper handling of materials and documentation.

EDUCATION

Bachelor of Procurement and Supply Chain Management

Kirinyaga University — Second Class Upper Division, 2024

KCSE: St. James Kwang'amor High School — 2019 (C+)

KCPE: St. Patrick Kwang'amor Primary School — 2015 (252 marks)

PROFESSIONAL TRAINING

Computer Packages – Digital IT Solutions (2020)

MS Word, Excel, Internet, and Basic SAP

PROFESSIONAL STRENGTHS

Strong attention to detail

Excellent record management

Ethical and confidential handling of information

Good communication and negotiation support

Team-oriented and dependable

REFEREES

Available upon request