

AMONDI ESTHER OBAJE

CURRICULUM VITAE

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OYUGIS

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PERSONAL DATA

Date of Birth : 19th Feb 2000

ID Number : 37424616

Nationality : Kenyan

Language : English, Swahili & Luo

Marital Status: Single

Religion : Christian

CAREER OBJECTIVE

To work for a dynamic organization where I can optimally apply the knowledge gained in my academic back ground as well as my natural creativity with an aim of facilitating competent dispensation of my duties and roles in a professional and ethical manner as we seek to maximize value and expand opportunities to the communities that we serve.

ACADEMIC QUALIFICATION

2023 – 2024 : The Kisii National Polytechnic
: *Diploma in Supply Chain Management*

2019 – 2021 : The Kisii National Polytechnic
: *Certificate in Supply Chain Management*

2018 : Prince School of Professional Studies
: *Computer Course*

2014 – 2017 : Kokwanyo Mixed Secondary School
: *Kenya Certificate of Secondary Education (KCSE)*

2006 – 2013 : Umai primary school
: *Kenya Certificate of Primary Education*

WORK EXPERIENCE

June 2025 to Date:

Volunteer - Rachuonyo East Sub county Hospital (Procurement Officer)

Duties

- ✓ Implement effective procurement procedures
- ✓ File and retrieve records efficiently
- ✓ Receive and dispatch drugs and non- pharmaceutical items from KEMSA, MEDS and KENTONS to various departments.

Sep 2023 - Dec 2023

Attachee - Rachuonyo South Sub- county hospital

Duties

- ✓ Receive and dispatch mails
- ✓ File and retrieve documents
- ✓ Prepare and verify vouchers
- ✓ Maintain store records using Bincards
- ✓ Endorse invoices for payment.

Jan 2022

Cashier - Bansi Wholesalers

Duties

- ✓ Manage daily cash transactions
- ✓ Issue materials to customers

Apr 2018-Aug 2019

Cashier - Lida supermarket & Kochola supermarket

Duties

- ✓ Promote and sell goods
- ✓ Handle customer's services and transactions.

Jan2021 -May 2021

Attachee - South Nyanza Sony Sugar Company Limited (Sony Sugar)

Duties

- ✓ Implement procurement procedures
- ✓ Handle overseas purchase
- ✓ Improve procurement procedures handling techniques.
- ✓ Manage warehouse operations according to company rules.

SKILLS

- ✓ Procurement & supply chain procedures
- ✓ Record keeping & documents management
- ✓ Inventory control
- ✓ Customer services
- ✓ Microsoft office (Word, Excel, Power Point).

INTERESTS & HOBBIES

- ✓ Socializing
- ✓ Playing netball
- ✓ Reading newspapers & business journals
- ✓ Traveling and expeditions
- ✓ Community Service.

REFEREES

1. Nicodemus Mirioba
Dean of students
Kisii National Polytechnic
Kisii - 40400
Tell; 0703 94825821
2. Caroline Ochieng
Head of procurement
Sony Sugar Company limited
P.O. BOX 107-40405Sare -Awendo Migori County
Tel; 07722205345
3. Oscar Odhiambo
Principal
Kokwanyo Mixed secondary
Tel; 0718612064