

# AMONDI ESTHER OBAJE

## CURRICULUM VITAE

P.O. BOX 3-40400

OYUGIS

**Tel: 0700898418**

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### PERSONAL DATA

**Date of Birth** :19<sup>th</sup> 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 107-40405 Sare -Awendo Migori County  
Tel; 07722205345
3. Oscar Odhiambo  
Principal  
Kokwanyo Mixed secondary  
Tel; 0718612064