

## **Pascal Kipleting**

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## **Professional Summary**

Recent Bachelor of Commerce graduate specializing in Purchasing and Supplies Management with practical volunteer experience in public procurement and hands-on experience in retail operations. Skilled in inventory management, supplier relations, and procurement procedures. Demonstrates strong attention to detail, organization, and teamwork. Eager to contribute to a dynamic organization by applying both academic knowledge and practical skills in supply chain and procurement operations.

## **Key Skills & Competencies**

- Procurement & Supply Chain Management
- Inventory and Stock Control
- Supplier Evaluation & Negotiation
- Store & Warehouse Operations
- Customer Service and Sales Support
- Knowledge of Procurement Regulations
- Microsoft Office Suite (Excel, Word, PowerPoint)
- Time Management and Team Collaboration

## **Professional Experience**

- Stores Assistant / Shelf Attendant – Safari Fountain Enterprises Ltd (June 2025 – Present)
  - Receive, inspect, and organize incoming stock in the store.
  - Ensure shelves are properly stocked, clean, and attractively displayed.
  - Monitor inventory levels and report shortages or damaged goods to management.
  - Maintain accurate stock records and participate in regular inventory counts.
  - Provide excellent customer service by assisting customers in locating products.
  - Support the sales team in achieving daily and monthly sales targets.
- Sales Assistant – Extaash Enterprise (May 2025 – June 2025)
  - Conducted sales and marketing to promote store products and increase revenue.
  - Managed daily stock levels and ensured accuracy of inventory records.
  - Arranged shelves and displays to maximize product visibility and appeal.
  - Maintained a clean and organized sales area for a positive customer experience.
  - Assisted customers with product selection and inquiries.

- Procurement Volunteer (Intern) – Kapsabet Law Court (May 2024 – August 2024)
  - Assisted in preparing procurement documents such as requisitions, quotations, and LPOs.
  - Participated in supplier evaluation and verification processes.
  - Maintained accurate procurement and inventory records.
  - Ensured compliance with public procurement laws and internal policies.
  - Supported stock verification and asset management exercises.
- Stock Controller & Shopkeeper – Davime Shop (2021 – 2022)
  - Managed stock levels and conducted inventory checks.
  - Ensured timely restocking and maintained accurate records.
  - Assisted customers with inquiries and sales transactions.
- IEBC Clerk – Independent Electoral and Boundaries Commission (IEBC) (2022 General Elections)
  - Verified voter details and assisted in the electoral process.
  - Ensured transparency and adherence to election procedures.
- Kazi Mtaani Supervisor – COVID-19 Response Programme (2020)
  - Supervised community work teams and monitored attendance.
  - Ensured daily work plans were executed efficiently and safely.

## Education

- Bachelor of Commerce (Purchasing and Supply Chain Management), Maasai Mara University (2018 – 2024) | Second Class Honors – Lower Division
- Certificate – Distinction, Kapsabet Bible College (2018)
- KCSE – C+ (47 points), St Mary's High School – Kitany (2014 – 2017)
- KCPE – 281 marks, Kosgei-Irimis Primary School (2005 – 2013)

## Languages

- English (Fluent)
- Kiswahili (Fluent)
- Nandi (Fluent)

## Hobbies & Interests

- Swimming
- Playing soccer
- Reading

## References

Available upon request.