



# SAMUEL MAINA MACHARIA

## Supply Chain Management Professional



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Nairobi

## EDUCATION

NYS institute of business studies



Nairobi

2017-2019

NYS Paramilitary Academy



Gilgil

2015-2017

## CERTIFICATIONS

- Diploma in Supply Chain Management
- NYS Discharge Certificate

## SKILLS

- Procurement and sourcing
- Inventory management
- Logistics and distribution
- Supply chain planning
- ERP systems
- Compliance and risk management
- Cost reduction strategies
- Vendor relationship management
- Data analysis and reporting
- Communication and coordination

## LANGUAGE

English  
Swahili

## PROFILE SUMMARY

I am a results-driven Supply Chain Management professional with strong experience in procurement, inventory control, and logistics. I excel at streamlining operations, ensuring compliance, and supporting efficient service delivery through effective resource and vendor management.

## WORK EXPERIENCE

### 2020 – UP TO DATE:

#### **STORE KEEPER**

(FMCG) department

Majid Al – Futtaim Hypermarkets (Carrefour) Kenya

#### **DUTIES AND RESPONSIBILITIES**

- Controlling all activities in stores department like; Transporting all the merchandise and the inventory from the receiving area to the selling area
- Filling and arranging the shelves and ensuring the selling area is organized the displays are as the company merchandise policy.
- Ensure accurate labeling of items and pricing.
- Maintaining the record of waste and damaged items.
- Provide excellent customer service on item enquiries and customer requests.
- Ensure the appropriate arrangement of section space in the warehouse.
- Stock taking.

### **2019– 2020**

#### **PROCUREMENT ASSISTANT**

Karatina Sub-county Hospital

#### **DUTIES AND RESPONSIBILITIES**

- Stock taking and record keeping
- Inventory control
- Warehousing operations.
- Receipts and issue of materials from store to various user departments.
- Inspection and verification of deliveries to stores
- Raising and floating of quotations.
- Purchasing order processing
- Buyer supplier relationship
- Supplier's payment documentation.

### **2019 : IT TECHNICIAN**

Ministry of Interior and Coordination of County Government under National Integrated identity management system (NIIMS).

#### **DUTIES AND RESPONSIBILITIES**

Processing of Huduma Card Namba

### **2017 : PRIVATE SECURITY OFFICER**

General elections In Nairobi County

#### **DUTIES AND RESPONSIBILITIES**

- Ensuring election officials and materials used during the process
- Maintaining order during electoral process and supervising the tallying exercise
- Reporting to the police commander on any irregularities and controlling on the same
- Ensuring records and materials are properly handled and kept