



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