

# MELKZEDEK BUTICHI TAMBACHI CURRICULUM VITAE

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## Career Objectives

- ✓ I am looking forward to applying my analytical thinking abilities to analyze trends related to stock levels, sales figures, etc., so that appropriate decisions can be made regarding ordering new supplies or disposing of old ones promptly as an Inventory Controller.
- ✓ Applying my knowledge of inventory controllers, where I can utilize my exceptional interpersonal skills while working with vendors or customers regarding delivery issues or other related matters about inventories.
- ✓ To bring strong computer literacy skills, including proficiency in Microsoft Office Suite applications for efficient record keeping within the company's inventory system as an Inventory Controller.
- ✓ Apply my knowledge of outbound/inbound processes, material handling techniques, and safety protocols to help manage the warehouse efficiently as an Inventory Controller.
- ✓ To apply my knowledge of inventory management systems to maintain accurate records as an Inventory Clerk effectively.

## Areas of Specialization

- ✓ Data entry
- ✓ Inventory management.
- ✓ Warehousing Operations
- ✓ Loss control management
- ✓ Store-keeping operations
- ✓ Category Management for FMCG

# **MELKZEDEK BUTICHI TAMBACHI CURRICULUM VITAE**

## **Work Experience**

**Jubilee Tissue Industries Limited:** December 2024- July 2025

### **Stock Controller**

Roles and responsibilities.

- Maintaining accurate stock records: Keeping track of all inventory items, including quantities, locations, and costs.
- Monitoring stock levels: Regularly checking stock levels to identify potential shortages or surpluses.
- Predicting demand: Forecasting future stock needs based on sales data, seasonal trends, and other relevant factors.
- Placing orders: Ordering new stock when necessary to avoid stockouts or overstocking.
- Ensuring proper storage: Overseeing the storage of inventory items to prevent damage or spoilage.

**Twiga Foods Limited:** February 2023- September 2024

### **Category Purchasing**

Roles and Responsibilities

- Selecting suppliers: Managing all categories of suppliers on ordering and delivery schedules.
- Initiating corrective actions: Taking the lead in initiating corrective actions for structural operational issues and recurring supply issues
- Ensuring that suppliers meet standards for product quality, delivery performance, price competitiveness, safety, and sustainability.
- Managing the supply of goods within the chosen purchasing category
- Regularly reporting back to senior figures and department heads about buying activity and results achieved

### **Warehouse Team Lead.**

Roles and Responsibilities

1. Supervise and coordinate the activities of warehouse staff, including picking, packing, dispatch, and receiving.
2. Plan and prioritize work assignments for the team to ensure optimal workflow and productivity.

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3. Train and develop team members on proper warehouse procedures, safety protocols, and company policies.
4. Monitor and enforce compliance with standard operating procedures (SOPs) to maintain inventory quality control and accuracy.
5. Oversee inventory management and conduct regular cycle counts and audits to ensure inventory accuracy.
6. Prepare regular reports on warehouse performance, including productivity metrics, inventory levels, and order fulfillment rates.

**Chandaria Industries Limited:** November 2022 – February 2023

## **Inventory Clerk**

### **Roles and Responsibilities**

- Maintaining inventory records: Keeping accurate records of inventory levels and counts
- Receiving and processing deliveries: Unloading deliveries, verifying accuracy, and noting damage or shortages
- Stocking and organizing: Stocking and cataloging products and keeping the storage area clean and organized
- Performing audits: Ensuring that the records match the physical products
- Reporting discrepancies: Reporting any discrepancies between the recorded and available inventory to management

## **Supervise forklifts and Truck drivers**

- Vehicle and forklift scheduling and dispatch for reel transportation
- Efficient asset utilization and route planning from on-site to out-of-site warehouses (Ganatra, Kenafric, Unicorn, Industry area, Juja, etc.)
- Vehicle and forklift inspection and maintenance (Fuel usage tracking)
- Real-time vehicle and forklift location tracking (Daily performance)
- Vehicle and forklift performance monitoring, record keeping, and improvement

# **MELKZEDEK BUTICHI TAMBACHI CURRICULUM VITAE**

Hipora Business Solutions East Africa Limited: August 2022- November 2022

**Stock Controller** at Self Ridges Supermarkets Distribution Centre, Kikuyu.

Roles and responsibilities

- Inventory levels: Regularly check stock levels and order new stock when needed
- Inventory management: Used inventory software to check in products, compare deliveries to purchase orders, and record inventory data
- Supply chain: Analyzing supply chain data to ensure stock availability and predicting supply and demand
- Purchasing: Managing purchasing orders and working with vendors to ensure the right quantity and price
- Storage: Overseeing stock storage processes, including tagging, boxing, and labeling
- Shipping: Overseeing shipments and monitoring delays
- Record keeping: Maintaining accurate records of inventory, invoices, payments, and shipments
- Collaboration: Coordinating with warehouse staff, sales, and finance departments

**Hipora Business Solutions:** February 2022- August 2022

**Inventory Assistant** at Twiga Foods Limited.

Receive, store, and issue items and maintain accurate inventory records. This includes ensuring items are properly tagged, delivered, and disposed of.

Assist with planning future orders and current availability. This includes analyzing inventory-related documents and reports and making purchasing decisions.

Prepare reports on inventory, including asset counts, stock takes, and reconciliation audits.

Maintain inventory areas in a clean and orderly manner, and maximize storage space.

# **MELKZEDEK BUTICHI TAMBACHI CURRICULUM VITAE**

**Hipora Business Solutions East Africa Limited:** October 2021- February 2022

**Warehouse Supervisor** at Twiga Foods Limited

Roles and Responsibilities

- Achieve high levels of customer satisfaction through excellence in receiving, identifying, dispatching, and assuring the quality of goods
- Measured and reported the effectiveness of warehousing activities and employees' performance
- Organized and maintained inventory and storage area
- Ensured the accuracy of shipments and inventory transactions
- Communicate job expectations and coach employees

**Hipora Business Solutions East Africa Limited:** September 2020- October 2021

**Loss Control Officer** at East Matt Supermarkets.

Roles and Responsibilities

I was responsible for preventing theft and other incidents that could result in financial loss for the organization. Patrol the interior and exterior of a location, monitor surveillance equipment, and enforce rules and regulations.

My role was to investigate incidents and prepare reports when necessary. I also conducted investigations to locate missing products.

I was responding to emergencies and contacting emergency responders like the police.

I interacted with customers and provided excellent customer service.

I was implementing and maintaining security measures, such as operating security equipment.

# **MELKZEDEK BUTICHI TAMBACHI CURRICULUM VITAE**

Lions Sight First Eye Hospital – August 2019- January 2020

## **Internship as an ICT officer**

- Technical support: Assist users with hardware and software issues and troubleshoot problems
- Installation and configuration: Set up new computers and peripherals, and configure hardware and software
- Maintenance: Perform minor repairs and maintain computer systems and equipment
- Monitoring: Monitor system performance and backup systems, and update antivirus software

## **Assisting as a credit control officer**

- Managing invoices: Creating and sending invoices, tracking pending invoices, and ensuring that financial data is captured accurately and on time
- Credit checks: Conducting credit checks on new customers and ensuring that credit checks are undertaken for all sales invoices over a certain amount

**Quest Holdings Limited:** November 2018- August 2019

## **Customer care representative – Debt Collections**

Building rapport with debtors

Handling questions or complaints

Keep track of outstanding debts

**Hotpoint Appliances Limited:** October 2014- October 2018

## **HVAC Technician/Supervisor**

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## Other Professional Trainings

**Certificate in Loss Control Management:** Hipora Training School: September 2020- April 2021

**NTSA Driving License vehicles class BCE:** Seniors Driving School: January 2016- April 2016

**Certificate in Computer Applications:** Wide Reaching Computer Technology School: January 2014-April 2014

## Education Background

**Open University Of Kenya:** January 2024

Bachelor Of Business And Entrepreneurship

**Kenya Technical Trainers College:** January 2019- July 2021

Diploma in Information communication and technology

Grade: Pass

**Shikunga Secondary School:** January 2010- November 2013

Kenya Certificate of Secondary Education

Grade: C+

**Musoli Mixed Primary School:** January 2002- November 2008

Kenya Certificate of Primary Education

# **MELKZEDEK BUTICHI TAMBACHI CURRICULUM VITAE**

## **Referees.**

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