

KIPKORIR BENEDICT RUTTO

P.O. Box 1572-20200

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PROFESSIONAL SUMMARY

A results-driven procurement professional with over 10 years of diverse experience in procurement, logistics, community health promotion, and customer service. Proven ability to manage supply chain processes, support community outreach programs, and maintain effective organizational operations in both corporate and development sectors.

EDUCATION

Diploma in Procurement

Advanced Certificate in Procurement

Certificate in Procurement

Koiwa High School – KCSE (2003 – 2006)

Mean Grade: C–

Bishop Ndingi Primary School – KCPE (1998 – 2002)

Marks: 306

WORK EXPERIENCE

- Logistics Assistant – Kenya Tea Development Agency (KTDA)
 - April 2024 – April 2025
 - – Managed logistics and procurement support for tea production operations
 - Tracked inventory, coordinated deliveries, and maintained procurement records
 - Collaborated with suppliers and internal departments to ensure efficiency
- Community Health Promoter – Various Projects
 - 2013 – 2024
 - – Led health awareness campaigns and educated communities on disease prevention
 - Facilitated linkages between communities and healthcare services
 - Conducted home visits, collected health data, and supported program reporting

- Clerk – Fintea Cooperative Society
 - 2013 – 2017
 - – Maintained procurement records and supported cooperative operations
 - Provided clerical support in procurement and financial transactions
 - Assisted in stock management and storekeeping
- Customer Adviser – NIC Bank
 - 2010 – 2011
 - – Provided personalized banking solutions to clients
 - Opened accounts, processed transactions, and resolved customer issues
 - Promoted bank services and maintained client relationships

SKILLS

- Procurement & supply chain management
- Community engagement and health outreach
- Logistics coordination and inventory control
- Documentation and data collection
- Customer service and communication

REFEREES

1. Caroline Ngeno
Field Services Manager, Kapset Tea Factory
Tel: 0713759008

2. Nelson Ngeno
Manager, Fintea Cooperative Society
Tel: 0720143709

3. Rev. Father Daniel Kiprono
Parish Priest, Chebangang Catholic Church
Tel: 0720846506