

David Wanyonyi

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Career Objective

A highly dedicated and detail-oriented Supply Chain and Stores Management professional with a Diploma in Supply Chain Management and over four years' progressive experience in warehouse operations, inventory control, receiving, and dispatch within logistics and spare parts industries. Proven ability to streamline store operations, minimize stock variances, and enhance efficiency in high-volume environments. Currently seeking the position of Assistant Stores Manager in a spare parts company to leverage my skills in stock management, team supervision, and operational excellence.

Education Background

Nyeri National Polytechnic – Nyeri

Diploma in Supply Chain Management – May 2018 – 2020

Maliki Boys High School

Kenya Certificate of Secondary Education (KCSE) – 2016

Professional Experience

Bhachu Industries Ltd – Nairobi

Inventory & Dispatch Clerk (Jan 2022 – Present)

- Oversaw daily receiving, storage, and issuing of spare parts.
- Maintained accurate stock levels and records using ERP systems.
- Coordinated loading/unloading activities, ensuring proper handling of goods.
- Prepared dispatch documentation, ensuring timely delivery to clients and branches.
- Reduced stock discrepancies by introducing systematic cycle counts and reconciliation.

Maxcare Industries

Stores Assistant (July 2021-Jan 2022)

- Assisted in receiving spare parts deliveries and verifying against purchase orders.
- Prepared Goods Received Notes (GRNs) and updated bin cards.

- Conducted stock counts and supported monthly reconciliation exercises.
- Ensured safe storage of stock to prevent damages and losses.
- Supported procurement and store managers in daily operational activities.

FastTrack Distributors Ltd – Nairobi

Procurement & Stores Intern (May 2019 – July 2019)

- Rotated across procurement and store functions during industrial attachment.
- Assisted in preparing purchase requisitions and Local Purchase Orders (LPOs).
- Verified deliveries and supported preparation of receiving documentation.
- Gained hands-on experience in spare parts handling and storage procedures.

Key Skills

- Stores & Warehouse Management
- Spare Parts Inventory Control
- Procurement & Supply Chain Operations
- Stock Taking & Reconciliation
- Receiving, Storage & Dispatch Procedures
- ERP/Warehouse Management Systems
- Records Management & Reporting
- Supplier & Customer Coordination
- Supervisory & Team Leadership

Achievements

- Reduced spare parts stock variances by 20% through improved cycle counts.
- Streamlined stores layout, improving dispatch turnaround time by 15%.
- Successfully trained and mentored new clerks on stock handling procedures.

Expected Salary

KSh 55,000 – 65,000 per month (negotiable depending on responsibilities and benefits).

References

Available upon request.