



ERUSTUS SEDA OLUOCH

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PROFILE

A team player with excellent communication skills, possessing a proven ability to ensure that the projected goals are economical and meet the needs of the client and Easy going by nature and able to get along with both work, colleagues and Bosses in all round environmental conditions.

SKILLS

- English proficiency
- Inventory control and stock Auditing
- Warehouse management system
- Logistics Coordination
- Branding compliance
- Time management

EDUCATION

Bachelors of Commerce in Procurement & Supply Chain Mngt
2013 – 2015 - The Technical University of Mombasa

Diploma in Fire Protection & Safety Technology
2008 – 2009 - Eldoret Aviation Training Institute

Certificate in Computer Application Packages
2007 Aug- Dec- Paul Mark Training College

RDO Impact Tuungane Youth Project
2010 TOT Training in Program and Financial Management

St. John's Baptist Likuyani Secondary School
2003 – 2006 - Kenya Certificate of Secondary Education (KCSE)

WORK EXPERIENCE

2020 – 2023: AHERO VOCATIONAL TRAINING CENTRE - Board of Governor's Member in Financial Management

2017 – 2020: PRESOLIVE ENTERPRISES LTD-General/Procurement Manager

Responsibilities

Ensured staff have appropriate tools and resources to succeed in the set goals, budgeting, planning, achievement-threat identification, gathering new opportunities, developing and enforcing compliance with the organization's policies and organizing of outreach networking with related ventures and opportunities broadening towards the set objectives. In procurement I identified purchasing needs, oversaw procurement processes/identifying potential suppliers/vendors, negotiating contracts and ensured timely deliveries

2016 - 2017: KBAS CONTRACTING AND TRADING COMPANY(Qatar)
– Safety/Fleet & Warehouse Officer

Responsibilities

Safety - Provide safety management, advice, monitoring and reporting to the General Manager and engaged staff on programs that ensured safe practice in the set up: Fleet Management - Planning, directing, managing, coordinating and supervising the programs for acquisition, assignment, utilization, maintenance, repair, replacement and disposal of fleet vehicles: Warehousing – Was in-charge was responsible for warehouse management procedures and policies.

2013 – 2014: DENVIC CONSULTANTS LTD COMPANY - General Real Estate Manager

Responsibilities

Overseeing the operational aspects of properties. Preparing financial statements, supervise maintenance works and negotiating supplier and vendor contracts

REFEREES

1. Prof Barrack Abonyo
Registrar Kibabi University
P.O BOX 7435 Bungoma
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2. Moses Nyakoyo
Director Finance
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3. Mr. Edwin Okoth
Mirage printers.

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