

## SHILA AKINYI OTIENO

📍 P.O. Box 1278-00100, Nairobi, Kenya

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### PROFESSIONAL SUMMARY

Motivated and detail-oriented Supply Chain Management graduate with hands-on internship and volunteer experience in procurement, inventory control, and administrative support. Skilled in documentation, stocktaking, and tender processes. Seeking to contribute to a dynamic organization while growing professionally in supply chain and logistics.

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### EDUCATION

#### Diploma in Supply Chain Management

The Kisumu National Polytechnic — 2022 – 2025

#### Kenya Certificate of Secondary Education (KCSE)

Lwala High School — 2017 – 2021

#### Kenya Certificate of Primary Education (KCPE)

Uriri Primary School — 2007 – 2016

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### WORK EXPERIENCE

#### Store Assistant (Intern)

Kisumu Hotel — [Jan 2022-Apr2022]

Duties:

- Received and inspected incoming stock against LPOs.
- Issued store items to departments and updated ledger cards.
- Maintained organized filing systems and quotation records.
- Conducted regular stocktaking and ensured professional approvals on orders.

#### Administrative & Store Assistant

Jobefar Medical Center — [Apr2022- Dec 2023]

Duties:

- Managed stock issuing
- Reception duties.
- Performed routine stocktaking.
- Administrative tasks.
- Assisted in inventory documentation and departmental support.

#### Store Keeper

Naivas Supermaket - [Jan 2024- Sep 2024]

Duties:

- Accept incoming shipments, verify quantities against purchase orders, and check for any damage or defects.
- Store items in an orderly, accessible manner, often using a logical system like location or category, and ensure the storeroom is clean and safe.
- Distribute materials or products to authorized users based on requests or sales reports.

- Keep precise records of all inventory transactions, including deliveries, issues, and returns, and generate related reports.
- Monitor stock on hand and initiate purchase requisitions when levels approach the minimum, and stop ordering when maximum limits are reached.

### **Procurement Assistant (Intern)**

**Kisumu International Airport — [Oct 2024-Dec2024]**

Duties:

- Participated in preparation and evaluation of tender documents.
- Issued and received goods in the store.
- Assisted in procurement planning and asset disposal.
- Conducted supplier site visits and supervised vehicle fueling
- Coordinated tender opening sessions and published award notices.
- Processed payment invoices and liaised with the Finance Department.

### **Cyber Attendant**

**Briphil solutions - [May 2025-Sep 2025]**

Duties:

- Assist customers with using computers, the internet, and common software applications.
- Help with tasks like completing online forms for government or private services.
- Troubleshoot basic technical issues with hardware, software, or network connectivity.
- Provide printing, scanning, and photocopying services.
- Offer basic photo editing services using software like Adobe Photoshop.
- Perform data entry and typesetting.

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## **TECHNICAL & PROFESSIONAL SKILLS**

- Inventory Management
- Communication skills
- Procurement Processes
- Tender Documentation
- Stocktaking & Reporting
- Administrative Support
- Basic Computer Skills (MS Office, Excel, Word)

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## **ADDITIONAL SKILLS**

- Creative Writing
- Pencil Drawing
- Acting & Dancing

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## **HOBBIES**

- Listening to Music
- Socializing.
- Travelling.

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## REFEREES

### **Mrs. Pamela Uyala**

Store Clerk, Kisumu Hotel

☎ 0725 055 860

### **Ms. Yvonne Odhiambo**

Administrator, Jobefar Medical Center

☎ 0728 290 523

### **Mr. Collins Asunga**

Procurement Clerk, Kisumu International Airport

☎ 0703 239 132

### **Geoffrey Menge**

Director Briphil Solutions

☎ 0718426443