**KEEN**

**KEEN.263021@2freemail.com**

WORK EXPERIENCE

**Hemaya Security Services, Doha, Qatar**

*Security Guard, Mar 2015 – Present*

**Kaval Enterprises Limited, Busia, Kenya**

*Storekeeper, Nov 2012 – Jan 2015*

* Verified inventory computations by comparing them against physical counts of stock
* Stored items in an orderly and accessible manner in the store
* Received, inspected and counted inbound items to verify specifications, accepting the good and rejecting damaged items
* Issued items according to the issue requisite
* Provided assistance and direction to other store workers
* Prepared and maintained records and reports of inventories, shortages, shipments and goods used or issued
* Determined sequence and release of issue requisites according to stock availability

**Lifecare Pharmacy, Oyugis, Kenya**

*Purchaser, Jan 2010 – Sep 2012*

* Performed buying duties when necessary
* Sourced and selected suppliers and vendors
* Evaluated suppliers and vendors
* Bargained and obtained the lowest price possible
* Contacted suppliers in order to schedule or expedite deliveries
* Reviewed requisition orders to verify accuracy and specifications
* Prepared, maintained and reviewed purchasing files
* Tracked the status of requisitions and orders
* Inspected goods on arrival to ensure the order has been filled correctly, that goods meets specifications
* Prepared purchasing orders and sent copies to the suppliers
* Determined if inventory quantities were sufficient for needs, ordering more when necessary
* Maintained good rapport with suppliers and vendors
* Performed other duties as directed by superiors

**Three Pyramids Company Limited**

*Medical Sales Representative, Jan 2009 – Dec 2009*

EDUCATION

**University of Nairobi, Nairobi, Kenya**

*Diploma, Purchasing and Supplies Management, Aug 2014*

**African Institute of Research and Development Studies, Kisumu, Kenya**

*Certificate, Computer Proficiency, Feb 2010*

**Tracom Institute, Nakuru, Kenya**

*Diploma, Pharmacy, Dec 2008*

ADDITIONAL SKILLS

* Sales and Marketing