**DANIEL MUKAVI LITIEMA**

**First Name of Application CV No 1621908**

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<http://www.gulfjobseeker.com/employer/services/buycvdatabase.php>Nationality: Kenyan

Religion: Christianity

**TRAITS AND ATTRIBUTES**

Self- motivated and honest

Hardworking and focused

Firm and fair

**CAREER OBJECTIVES**

To gain knowledge and experience, know how to manage different areas of productivity for the benefits and goodness of the organization, to career advancement and enhance positive contributions to the growth of the organization as per the set and stated objectives of each respective organization.

**WORK AND EXPERIENCE**

**COMPANY POSITION DURATION**

Currently relieving storekeeper: **Duties**

* Stock receiving and confirmation before distribution to each branch as per balance report which is based on consumption.
* Monitoring of stock quality and quantity to ensure accountability of each item in the store.
* Confirming and controlling of stock level by ensuring timely delivery by suppliers.
* Route planning and stock taking.
* Preparation of monthly report as per consumption.
* Entering and managing of stock using Tally system.
* Overseeing dispatch of products to different branches.
* Overseeing and managing of all store activities relating to stock including: store arrangement, monitoring and ensuring store clerk and cleaner do their job as required.
* Monitoring stock level of each item in the store through the use of LIFO-FIFO technique.

Mini Bakeries Store Clerk 2013(may- Date)

**DUTIES AND RESPONSIBILITIES:**

* Preparing of Delivery Notes.
* Preparing of Reports for payments.
* Preparing of Stock Transfer Notes (STN).
* Keeping of records and filling of daily, weekly and monthly reports of polybags.
* Preparing of Local Purchase Order (LPO).
* Preparing of Goods Delivery Notes (GRN).
* Recording of goods received from suppliers and ensuring Dispatch cards are recorded as per delivery from suppliers.
* Ensure early communication to suppliers in ensuring timely delivery is enhanced.
* Planning of routes and ensuring proper coverage of dispatch cards.
* Help in stock taking.
* Issuing of mailbags to different branches for use.
* Issuing of printing papers and ensuring the stock levels of the papers are updated as per requisition of each branch and use, so as to avoid wastage of papers.

Teachers Service Commission Industrial Attachment 2015(July- September)

**DUTIES AND RESPONSIBILITIES:**

* Helped in preparation of agenda for tender evaluation and procurement meetings.
* Helped in preparation of tender evaluation reports.
* Participated in tender opening process which was led by opening tender committee.
* Preparation of tender forms and issuing the documents to clients.
* Helped in the serving of different secretariats using (G-client) and receiving of goods in the stores using the same system.
* Helped in calling of suppliers for collection of their notification letters for their successful winning of tenders.
* Helped in market/ price survey, since the commission was preparing for budget of the year (2015-2016), hence notifying and identifying prices for goods to be procured by the Commission.
* Participated in stock taking and receiving of goods from suppliers, and assisted in preparing of fixed assets issues vouchers to department in need.
* Helped in the filing of different documents within the procurement department such as Local Purchase Orders and Local Service Orders.
* Helped in transportation of different documents to the main store.
* Helped in dispatch of different letters to mail office for mailing.

Mini Bakeries Bakery Worker 2013(January- May)

**DUTIES AND RESPONSIBILITIES:**

* Weighing and Slicing of bread.
* Ceiling of bread and packaging ready for market (crates).
* Loading of bread for transportation.
* Arrangement of bread awaiting transportation for the market.
* Ensuring that bread has the correct weight before transportation to the market as per the orders placed by different clients.

Have been able to gain knowledge and experience, due to my exposure to a busy working environment serving more than five suppliers in a day. Hence benefited positively with the ability of working; unsupervised, team player, and socializing with workers from different fields of production hence positive outcomes in the growth of an organization as per the stated organization objectives.

**EDUCATION BACKGROUND**

Diploma in Purchasing & Supplies Management at- Kenya Institute of Management-

(2013-2015)

Certificate in Business Management at- Kenya Institute of Management- (2013 April- sept)

Certificate in Computer Application at- WEBBS Institute - (2011 Nov-2012 Feb)

Certificate in Kenya Certificate of Secondary Education (KCSE) at- Shikokho Secondary School

(2007-2010)

Certificate in Kenya Certificate of Primary Education (KCPE) at- Musingu Primary School

(1997-2006)

I have also done driving at the Heltz Driving academy in the year 2012(April- May)

**LEADERSHIP**

2008-2010 Chairman also lead the club up to the province level

Drama Club

2009-2010 Captain

Clubs, Societies and Entertainment

**SKILL**

Proficiency in Microsoft office suit (MS word and excel), good analytical and communication skills. Resilient candid and able to work independently, high sense of responsibility, commitment and integrity.

**SOCIAL INTEREST**

Socializing, reading current affairs, business journals and acting.