An ambitious and cost effective professional, dedicated to providing outstanding customer services to all Company stake holders. Proactive decision maker, dynamic, able to multitask and highly recognized for high professional merit & excellence.

Result-oriented professional with over 3 years’ experience in procurement, logistics and supply chain operations, currently working with SIEMENS, as a Material controller .

KEY SKILLS & EXPERTISE

* Reviewing and Undertaking LPOs+RFQ+RFP among others.
* Data entry**+**Editing+GRN/MRN Posting+Inventory Analysis
* Proficient inMaterial management software like BM MAXIMO ,Focus 7 International, Integrated Financial Management System- IFMS and Public Procurement Measurement System- PPMS.
* IT skills in MS Office Word**+**Excel**+**Outlook & power point.
* Customer care**+**Relationship Management**+**Client Service Management

PROFESSIONAL EXPERIENCE

# PROCUREMENT/MATERIAL CONTROLLER

Siemens Airport Solutions, (Middle East) LLC - United Arab Emirates, Dubai MAY 2015 TO DATE

# Responsibilities:

* Match purchase requisitions/orders with invoices and forward to accounts for payment processing
* Expedite and follow up with suppliers to schedule deliveries, resolve material, value discrepancy, and outstanding and overdue delivery of orders, warranty claims and damage, and return of materials.
* Keeping track of any purchases and all supplies on data sheets, and answering any questions about orders
* Responsible for controlling spare parts and consumable buffer stock and keep a daily record in the computer.
* Coordinating with supervisors to prepare Field and Inspection (IS) work orders for all reparable materials being sent to the workshop.
* PO/GRN/MRN/SIV posting In IBM MAXIMO to facilitate vendor payment
* Receiving, Physically Inspecting and acknowledging deliveries based on their DOs and LPOs.
* Issuing of materials to the concerned users based on their requests and set stores procedures
* Update and maintain all the records for all special tools and those to be collaborated
* Adheres to all safety rules, regulations and take appropriate precautions at all times during his working hours
* Interface with Dubai Airport (DA) main Warehouse in regard to crucial spare parts.

# PROCUREMENT AND INVENTORY INCHARGE

SERVICES LLC United Arab Emirates, Dubai MAY 2013 – APRIL 2015 LLc is a Facility management company providing maintenance/Plumbing among others with in UAE. **ACHIEVEMENT**

* Successfully handling Materials for 15 projects under Palm Jumeirah and Dubai Marina (cluster 8), fully controlling and monitoring their budget allocations.

# Responsibilities:

* Preparing and reviewing purchase requisitions/orders as required
* Sourcing price quotations and preparing purchase requisitions/orders
* Monitor inventory levels and reconcile physical inventories with records
* Generate and/or review inventory reports .
* Match purchase requisitions/orders with invoices and forward to accounts for payment processing
* Expedite and follow up with suppliers to schedule deliveries, resolve material, value discrepancy, and outstanding and overdue delivery of orders, warranty claims and damage, and return of materials.
* Keeping track of any purchases and all supplies on data sheets, and answering any questions about orders

# PROCUREMENT OFFICER

UGANDA BUREAU OF STATISTICS (UBOS): UGANDA. FEB 2011 – NOV 2012

UBOS is a Government body that undertakes and provides all vital statistical figures to aid in Annual Budgeting and planning in Uganda.

# ACHIEVEMENTS:

* Successfully controlled and coordinated Procurements for the Monthly Informal Cross Border Trade Project (**ICBT**) saving 15 % of the total allocated budget through methods like centralized purchasing and competitive bidding.
* Registered Member of the Public Procurement and Disposal of public Asset Authority (**PPDA**), a body that oversees all Public procurement practices in Uganda.

# Responsibilities:

* Preparing purchase orders on time for review & approval and ensuring their disbursement to the concerned
* Identifying, selecting and building of a strong team of suppliers as part of supply chain and Sourcing strategy to consolidate overall spend
* Procuring various materials and services in line with set budgets
* Receiving , reviewing and sorting purchase Requisitions (PRs) from the different users
* Negotiating and agreeing appropriate terms of payment, delivery among others.
* Organizing PRs, LPOs, vendor quotes for traceability (Po-PR Track) making.
* Proactively engaged with stores officer in delivering project needs and optimize inventory levels
* Ensuring compliance with the PPDA set procurement policies & procedures.

**PROCUREMENT ASSISTANT**

UGANDA BUREAU OF STATISTICS: KAMPALA, UGANDA**.** SEPT 2009– JAN 2011

* Preparing ,organizing and editing of Biding documents
* Assisted in Bid issuing, receiving, opening, screening and posting of supplier responses.
* Review requisitions for completeness and accuracy; follow up on discrepancies with the initiating department, identifying available suppliers for each requisitioned item.
* Corresponding with vendors regarding prices, product availability, and delivery.
* Organize and maintain computerized records containing vendor and bid information.
* Coordinate and schedule meetings and appointments as requested, writing minutes and responding to inquiries especially those that do not require the personal attention of my seniors.

EDUCATION / CERTIFICATION/ TRAINING

|  |  |  |
| --- | --- | --- |
|  | **CIPS - ADVANCED DIPLOMA IN PURCHASING AND SUPPLY (CIPS-UK)**  **Chartered Institute Of Purchasing and Supply.** | **2016** |
|  | **CISCP-Certified international Supply chain professional (IPSCMI,USA)** | **2014** |
|  | **BACHELOR OF PROCUREMENT AND LOGISTICS MANAGEMENT**  **Islamic University In Uganda** | **2007 - 2010** |
|  | **UGANDA ADVANCED CERTIFICATE OF EDUCATION**  **Progressive Citizen High School Mukono Uganda** | **2004 – 2006** |
|  | **UGANDA CERTIFICATE OF EDUCATION**  **ST Thaddeus High School Jinja Uganda** | **2001** |

Nationality :UGANDAN

PERSONAL DETAILS

Languages Known : English

Marital status : single

DOB :1983

**First Name of Application CV No:** 1646028

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