**CURRICULUM VITAE**

**PROCUREMENT/ SALES AND STORE MANAGER WITH 9 YEARS EXPERIENCE**

**CAREER OBJECTIVE**

“To secure a position in a well established organization with a stable environment that will lead to a lasting relationship and enable me to use my strong organization skills, education background and ability to work well with people to improve the organization’s bottom line”.

**CAREER SUMMARY**

* innovative and Knowledgeable having 9 Years’ Experience in the business field
* Proficient in controlling and managing allocated resources
* Extensive participation in organizational development
* Excellent in doing my level best without any supervision for the success of the organization

 **WORK EXPERIENCE**

2015 - 2016

**Company:** Farmal General Merchants Ltd

**Position:** Procurement Manager

**Industry:** Transport and Construction

* Devise and employ fruitful sourcing strategies and Discover the most profitable suppliers and initiate business partnerships
* Negotiate with external vendors to secure the most advantageous terms
* Approve the ordering of necessary goods and services and Finalize details of orders and deliveries
* Perform risk management regarding supply contracts and agreements
* Control spend and build a culture of long-term saving on procurement costs

2010 – 2014

**Company:** Grand Paints

**Position:** Assistant General/ Sales Manager

**Industry:** Paints Company

* Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
* Accomplishing organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
* Stock and Inventory Control
* Monitoring Income
* Coordinate operations and ensure schedules and objectives are met
* Supervise and motivate staff
* Monitor operating costs, budgets and resources
* Communicate with clients and evaluate their needs and specifications
* Create reports, analyze and interpret data
* Drafting a timescale for the job;
* Estimating costs and setting the quality standards;
* Monitoring the production processes and adjusting schedules as needed;
* Being responsible for the selection and maintenance of equipment;

2006 – 2010

**Company:** Grand Paints

**Position:** Accountant

**Industry:** Paints

* Manage and oversee the daily operations of the accounting department
* Monitor and analyze accounting data and produce financial reports or statements
* Establish and enforce proper accounting methods, policies and principles
* Improve systems and procedures and initiate corrective actions
* Assign projects and direct staff to ensure compliance and accuracy in order to Meet financial accounting objectives

**EDUCATION BACKGROUND**

* 2005 – 2007

CPA – Kagumo Ngadu Commercial College

* 2004

Computer programing – Kagumo Ngadu Commercial College

(Java Scripts, Web Designing, HTL, C++)

* 2004

Basic and Advanced computer studies – United Micro care systems College

(Ms Office , Word , Excel, Access, Power Point, Corel Draw, Internet and Email.)

* 1999 – 2003

KCSE – Temple Road High School

**PERSONAL INFORMATION**

**Sex**  : Male

**Date of Birth** : 13 june 1983

**Nationality**  : Kenya

**Religion**  : Muslim

**First Name of Application CV No:** **1703442**

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