**Yvonne**

**Yvonne.348189@2freemail.com**

**Personal profile**

Innovative, dynamic, goal oriented procurement professional with strong problem solving skills. Additionally, I also have experience in sales that encompass demonstrated success in driving growth and profitability in the highly competitive retail penetration industry. I have experience in people management, development as well as distribution strategy. I am adaptable to change with ability to interact with diverse groups of people inclusive of excellent communication skills as well as ability to lead and manage respective teams.

**Achievements**

* Lead and manage the procurement function while ensuring governance and compliance with the public procurement regulations.
* Develop, facilitate, implement, monitor and review of procurement plans.
* Develop, review, facilitate and manage initiatives in regards to cost reduction plans.
* Monitor contract management by user departments to ensure implementation of contracts in accordance with the terms and conditions of the contracts.
* Coordinate the preparation of tenders for advertisement, opening and evaluation.
* Ensure generation of sales revenue through effective route to market management by ensuring availability of products in my territory at all times as well as aligning distributers in order to meet targets as well as retail penetration objectives.
* Increase of customer’s traffic numbers as well as optimization of profitability while doing store supervisory job while at in store promotions. Additionally, there was a high level of customer satisfaction due to teamwork.

**Education**

**Bachelor of Science -** Purchasing and Supplies Management (2nd class honors Upper division)

Jomo Kenyatta University of Agriculture and Technology (Kenya)

**Diploma in Business Management** Kenya Institute of Management

**Work experience**

1. **Company: KabKam Enterprises**

June 2015 – January 2017

**Position: Accounts Administrator**

**Background of the Company**

A Kabkam enterprise isa re known company with services such as: factory machinery installation & maintenance, metal works fabrication amongst others. Its clients include largest players in different industries in Kenya. They include Laico regency, Hilton hotels, Wrigley east Africa ltd, Davis &Shirtliff, Proctor & Allan, SC Johnson, East Africa breweries amongst others.

**Duties and Responsibilities**

* Lead and manage the procurement function while ensuring governance and compliance with the public procurement regulations. This involved inventory management using QuickBooks.
* Monitor contract management by user departments to ensure implementation of contracts in accordance with the terms and conditions of the contracts This involved management of suppliers as well as efficientcapturing of all receipts, controlling cash and orderly filling of all documents.
* Supplier’s (Creditors) management as well as the of cheque payments system.
* Bank reconciliation.as well as control, reconciliation of NHIF and NSSF.in regards to all staffs.
* Customer Accounts Management.
1. **Company /Organization: Water Resources Management Authority**

August 2012 – December 2013

**Position: Procurement Intern**

**Background of the Company**

**WRMA** is a state corporation under the Ministry of Environment, water and natural resources established under the water act 2002 and charged with being the lead agency in water resources management.

 **Duties and Responsibilities**

* Assisting the head of procurement in initiating procurement policy by developing, facilitation, implementation, monitoring and review of procurement plans
* Conducting market research, evaluation of suppliers as well as review of tender documents.
* Assisting in reviewing, updating, interpreting as well as implementing existing supplies policies and regulation of disposal of unserviceable stores /accounts.
* Preparation of procurement plans, sourcing of suppliers, stock control, stock taking and stock audit.
1. **Tantech Communications**

July 2008 – June 2010

**Position: Accounts clerk**

**Background of the Company**

Tantech communications is a middle sized distributor dealing with Airtime from major Kenyan telecommunication companies namely Safaricom Limited as well as Telkom Kenya (Orange).

**Duties and Responsibilities**

* Stock control as well as reconciliation of cash register with receipts
* Banking of cash and chequesas well as reconciling stock

**Company: In-store Promotions East Africa Limited**

May 2008 – June 2008

**Position held: Sales Representative**

**Background of the Company**

At its helm 1999 – 2009, In – store promotions was the leading company in terms of supporting clients in promoting sale of their goods in retail stores by adopting innovative BTL marketing technics. It dealt with some of the biggest players in different industries for instance: Unilever, Kenya breweries, Safaricom, Telkom, Airtel amongst others.

**Duties and Responsibilities**

* Conducting a retail penetration drive for Telkom Kenya
* Adjusting content of sales presentation by studying the type of sales outlet or trade factor
* Focusing on sales effort by studying existing and potential volume of dealers
* Submitting orders by referring to price lists and product literature
* Resolving customer complaints through effective customer service.
* Providing historical records by maintaining records on area and customer sales
* Contributing to team effort by accomplishing related results as needed