**CURRICULUM VITAE**

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NAMES: Kennedy

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Purchasing Officer

CAREER OBJECTIVES

To seek a challenging position with a prestigious company to further enhance and utilize my knowledge, Skills and experience in an environment advantageous to achievement and personal growth.

WORK EXPERIENCE

* Worked as a Purchasing officer with M/s Violet Wow Products, a beauty and lifestyle chain of shops in Nairobi, Kenya for 2 year.
* Worked as a Purchasing officer Assistant with Maastricht Investments, a chain of supermarkets, in Nairobi, Kenya for 3 years.

DUTIES AND RESPONSIBILITIES

* Planned the activities of buyers, purchasing officers, and related workers involved in purchasing materials, products, and services.
* Directed the activities of buyers, purchasing officers, and related workers involved in purchasing materials, products, and services.
* Coordinated the activities of buyers, purchasing officers, and related workers involved in purchasing materials, products, and services.
* Organized & effected wholesale purchasing
* Effected retail trade purchasing

SKILLS AND PERSONAL ATTRIBUTES

* Coordination - Adjusting actions in relation to others' actions.
* Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
* Speaking - Talking to others to convey information effectively.
* Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
* Persuasion - Persuading others to change their minds or behavior.
* Negotiation - Bringing others together and trying to reconcile differences.
* Time Management - Managing one's own time and the time of others.
* Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
* Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
* Service Orientation - Actively looking for ways to help people.
* Management of Financial Resources - Determining how money will be spent to get the work done, and accounting for these expenditures.
* Management of Material Resources - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
* Quality Control Analysis - Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

EDUCATION BACKGROUND

Form Four Certificate holder: Kenya Certificate of Secondary Education 2005 - 2008

DECLARATION  
  
I certify that the above information is true and correct to the best of my knowledge and ability. lf given a chance to serve you, l assure you that l will execute my duties for the total satisfaction of my superiors.