**CURRICULUM VITAE**

**PERSONAL DETAILS**:

**NAME**: FRANCIS

**DATE OF BIRTH**: 14th December 1975

**SEX**: Male

**NATIONALITY**: Kenyan

**E-MAIL** : francis.369604@2freemail.com

**LANGUAGE**: English & Swahili

**VISA STATUS**: Visit Visa (Available to join immediately)

**PERSONAL PROFILE**

A highly motivated individual with a friendly personality, sheer determination and plenty of experience customer service operations. Fast learner and can easily adapt to any work environment with good quality standards, interpersonal, and organizational skills. Now in pursuit of new challenges in a high growth company that offers opportunities for growth and prosperity.

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**ATTRIBUTES AND ACHIEVEMENTS**:

•Certificate in Purchasing and Supplies.

•Strong team player

•Working well in a multi-cultural environment.

•Integrity and ability to work with or without supervision.

•Proven ability to thrive and work in a multi-cultural environment.

**WORKING EXPERIENCE**

**KENYA BUILDERS & CONCRETE COMPANY**

**(APRIL 2010 – MARCH 2016)**

 **POSITION: PURCHASING OFFICER**

 **DUTIES**

* Liaise between suppliers, manufacturers, relevant internal departments and customers;
* Build and maintain good relationships with new and existing suppliers;
* Negotiate and agree contracts, monitoring the quality of service provided;
* Process payments and invoices;
* Keep contract files and use them as reference for the future;
* Forecast price trends and their impact on future activities;
* Give presentations about market analysis and possible growth;
* Develop a purchasing strategy.
* Evaluate bids and make recommendations, based on commercial and technical factors;
* Ensure suppliers are aware of business objectives;
* Attend meetings and trade conferences;
* Train and supervise the work of other members of staff.

**EPCO BUILDERS LIMITED**

**(FEB 2000 – MARCH 2009)**

 **POSITION: STORE CONTROLER**

 **DUTIES**

* Prepare and submit inventory control reports to Supervisor.
* Respond to enquiries regarding products and inventories.
* Perform inventory control to ensure optimal inventory levels.
* Provide direction and assistance to colleagues as needed.
* Maintain inventory reports according to standard documentation and archiving procedures.
* Count and record merchandises received according to store policies. Perform clerical tasks including answering calls, taking messages, operating printers, and typing letters.
* Ensure that merchandises received are in accordance with purchase order specifications.
* Oversee merchandise returns to vendors. Utilize word processing applications and spreadsheets for inventory control documentation.

**EDUCATION**

**COLLEGE**

1. **2009 JOMO KENYATTA UNIVERSITY OF AGRICULTURE & TECHNOLOGY**

**Certificate in Purchase and Supplies Management**

**COMPLIANCE COMPUTER COLLEGE**

* QuickBooks Account
* Tally Accounting System

**Completed Computer packages**

* Microsoft excel
* Microsoft word.
* Microsoft access
* Microsoft PowerPoint

 **2000**

 **St John Ambulance**

**Certificate in Safety**

**Skills gained:**

* Customer service skills,
* Communication skills,
* Team player and sales skills.

**Interests:** Music, socializing, swimming and travelling.

**REFEREES**

**Available upon request**