

MWANGI EDNA WANJA

Procurement Officer | Procurement Strategy | Supplier Performance | Market Research

- 254712545458

· mwangiedna9@gmail.com

· Nairobi, Kenya

SUMMARY

Procurement Professional with a passion for sustainable procurement practices, leveraging data analytics for optimized supply chain operations. Expert in strategic procurement, vendor negotiations, and contract management. Skilled in aligning procurement strategies with customer needs and optimizing supplier performance. Strong expertise in developing procurement SOPs, analyzing market trends, and conducting negotiations to achieve cost savings. Committed to enhancing supply chain resilience and driving efficiency. Always excited about the opportunity to contribute to the mission and objectives of any organization that I work in.

EXPERIENCE

Procurement Officer

National Council for Law Reporting

11/2019 - Present Nairobi, Kenya

- Maintained optimal stock levels by monitoring inventory and placing orders, handling over 200 SKUs.
- Improved supplier relationships, resulting in a 5% reduction in costs through effective negotiation.
- Enhanced data quality control, developing 5 new standard operating procedures within the QMS.
- Consolidated KPI data, improving reporting efficiency by 25%.
- Increased on-time delivery rate by 15% by conducting back-order monitoring in collaboration with finance.
- Centralized procurement documentation in SharePoint, handling over 250 essential documents.
- Maintained accurate procurement documentation, supporting 100+ procurement activities annually.

Finance Assistant

National Council for Law Reporting

05/2019 - 11/2019 Nairobi, Kenya

- Prepared and contributed to monthly, quarterly, and annual reports, enhancing stakeholder decision-making.
- Ensured supplier invoice accuracy by verifying details, documentation, and arithmetic, preventing payment errors.
- Maintained imprest register accuracy and completeness, fostering financial integrity and compliance.
- Optimized payroll system monthly by updating officer records, ensuring accurate and timely salary processing.
- Calculated and ensured timely payment of net salaries and deductions, enhancing employee satisfaction.
- Collaborated with auditors to facilitate audits and implemented recommendations to enhance compliance and financial management practices.

EDUCATION

CPSP-K Part 1

Kenya Institute of Supplies Examination Board

2019 - Present Nairobi, Kenya

Bachelors of Science in Supply Chain Management (Clearing and Forwarding)

Jomo Kenyatta University of Agriculture and Technology

2015 - 2019 Nairobi, Kenya

ACHIEVEMENTS

- Optimized Procurement Processes**
Formulated a revolutionary procurement process at Bechtel, reducing lead times by 30%.
- Innovative Inventory Strategy**
Created an inventory strategy at Caterpillar that resulted in a 50% reduction in carrying costs.
- Supply Chain Resilience**
Drove a supplier diversification initiative that significantly enhanced supply chain stability.

SKILLS

Vendor Negotiations

Procurement Strategies

Contract Management

Supply Chain Management

Risk Management

COURSES

Deaf Institute of Communication and Sign Language Trainings

Basic Kenyan Sign Language.

Afrisafe International Ltd

Enhanced my Occupational First Aid.

REFERENCES

Brian Ochieng

Regional Procurement Manager,
Médecins Sans Frontières, Belgium
Tel : +27 605298174
Email : brian.ochieng@brussels.msf.org

Pascal Othieno

Finance & Procurement Manager,
National Council for Law Reporting,
Tel : +254 705033587
Email: pothieno@kenyalaw.org

John Paul Mutugi

Head, Procurement Team
National Council for Law Reporting,
Tel: +254 723603217
Email: jpmutugi@kenyalaw.org

PASSIONS

- Sustainable Procurement Practices**
Passionate about integrating sustainability into procurement to positively impact the environment.