

MWANGI EDNA WANJA

Procurement Officer | Supplier Selection | Supplier Relationship | Contract Management
|Market Research

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Nairobi, Kenya

SUMMARY

Dedicated and skilled Procurement Officer with a proven track record in procurement strategies, supplier selection, RFP execution, negotiations, and contract management. Currently serving as a Procurement Officer, demonstrating excellence in coordinating tender committee meetings, driving cost-effective procurement, and maintaining optimal stock levels. Enthusiastic about integrating sustainable procurement practices to positively impact Communications Authority of Kenya. Excited about the opportunity to contribute to the development of the organization's mandate and vision.

EXPERIENCE

Procurement Officer

National Council for Law Reporting

11/2019 - Present Nairobi, Kenya

- Coordinated quarterly Tender Committee meetings, ensuring compliance with organizational policies and donor regulations.
- Led cost-effective procurement for all projects, managing TORs, bid documents, RFQs, RFPs, advertisements, and bid evaluations to ensure smooth project implementation.
- 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.
- Centralized procurement documentation in SharePoint, handling over 250 essential documents.
- Consolidated KPI data, improving reporting efficiency by 25%.
Increased on-time delivery rate by 15% by conducting back-order

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 2 (Expected Completion Date 12/2024)

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

- monitoring in collaboration with finance.
Optimized Procurement Processes
Formulated a revolutionary procurement process that reduced lead times by 30%.
- On- Time Delivery**
Increased on-time delivery rate by 15% with collaborative back-order monitoring.
- 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**
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