

MASUBO EMMANUEL

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BUSINESS & ECONOMICS - SUPPLY CHAIN MANAGEMENT, PROCUREMENT OFFICER

PROFILE

An experienced and certified Procurement Officer with one year's experience in fostering academic growth and holistic development. Proficient in Import and Local Purchases with knowledge of implementing innovative instructional methods tailored to the organization's need.

EXPERIENCE

Procurement & Logistics Intern

Jan 2023 – June 2023

Procurement Officer

June 2023 – Present

- Prepare Request for Quotations and Purchase Requisition in SAP and share them with Supplier.
- Negotiating on the price and the payment terms.
- Preparing Purchase Orders in SAP Systems.
- Confirm the Orders by sending the approved Purchase Order to the Suppliers and follow for deliveries.
- Application of Import Permit through TFB and Import Declaration Forms (IDF) through ICMS system.
- Comprehensive understanding of commodity HS Codes for import declaration form (IDF) and ICMS.
- Responsible for monitoring material transported and delivered for timeliness and legality.
- Receiving and checking deliveries to ensure that the correct amount and type of stock is delivered.
- Provide support in the maintenance of electronic filing systems for administrative documentation that guarantees swift retrieval of requested documents.
- Liaise with inspection bodies where applicable for issuance of certificates of conformity (COC) or apply for PVOC exemption for the material that are in the scope of KEBS exemption.

SKILLS

- **Technical Skills:** Design, Basic Data Analysis, Web Design, SAP ERP, ICMS & TFB, Microsoft Office Products.
- **Certification & Training:**
- **Soft Skills:** Communication, Creative & Critical thinking, Problem Solving, Teamwork, Time Management, and Adaptability.
- **Languages:** English (Fluent), Kiswahili (native)

EDUCATION

- Diploma in Supplies and Procurement Management – Mount Kenya University
- Kenya Certificate of Secondary Education – Kubweye Secondary School.
- Kenya Certificate of Primary – Kengariso Primary School

INTERESTS

- Sports and Gaming engagements.
- Volunteering in community development activities.
- Sketching and art.
- Reading.
- Travelling.