

Emejen Katii | Sourcing and Logistics officer

Nairobi, Kenya

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## Professional Profile

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I am a well behaved, honest, transparent, and hardworking person. Who accepts corrections when need be. Positive to the changes and possesses broad knowledge in information and technology.

## Core Skills

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- Analytical thinking
- Digital literacy
- Problem Solving
- Negotiation skills
- Attention to details
- Time management
- Java Script
- PHP
- HTML
- CSS
- Laravel Framework
- WordPress

## Experience

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August 2024 - **PollyFleur LTD**

Present      Sourcing and Logistics Officer

### *Accomplishments*

- Receive customer orders, forward to the relevant farms and follow confirmations
- To ensure all documents related to shipment for clients are implemented in time, forwarded to the shipping agents and received by the client without any claim:
- Send with each shipment all documents including stamped pack list, invoice,

HCD certificate, delivery against order & confirmation report.

- Filing of clients' portfolio documents hard copies or soft copies in time and accurately
- Follow up with suppliers that all cargo is delivered to the relevant agents.
- Follow up with the shipping agents that all the flight has departed
- Apply the Phyto, HCD and COO without errors
- Prepare the shipping documents for the airport clerk
- Control weight and volume weight charged to clients by shipping agents and in case of discrepancy inform clients and shipping agents.
- Ensure no claim from clients and shipping agents related with documents.
- Ensure Sales Office boards are always well updated as per company procedure.
- Implement strictly company price lists and discount policy.
- Save Farm invoices in the respective folder and keep soft copy records as will be instructed
- Update all orders in the system, confirms, packing lists and invoice.
- Update the consolidation table
- Get the custom entries form the agents
- Update customer and agent statements after every shipment
- Keep updated our social media pages
- Share farm availability lists with customers in time for sales to meet up with their shipping days
- Update company catalogue and product list with new products and keep customers in the know

May 2024 –

### **KCB Group LTD**

July 2024

Customer Care Internship

#### *Accomplishments*

- Verification of cheques
- Archiving
- Sorting and filing of documents
- Verifying deposits amounts
- Assist with customer service tasks like answering questions and processing transactions.
- Help with data entry and other administrative tasks.
- Opening personal, goal and salary accounts.
- Research financial products and services to learn about the bank's offerings.
- Assist with marketing and social media campaigns.

- Participate in internal training programs.
- Conduct market research to identify customer needs and preferences.

May 2023 – **Nakuru County Government**

August 2023 Finance Attachment

*Accomplishments*

- Documenting financial transactions by entering accounts information.
- Securing financial information by completing data base backups'
- Computing taxes owed and preparing tax returns, ensuring complaints with payment, reporting and other tax requirements.
- Reconciling accounts.
- Preparing, examining and analysing accounting records, financial statement and other financial report to access accuracy, completeness and conformance to reporting and procedural standards.
- Overseeing bookkeeping and payroll.
- Analysing county budget, expenses and revenue.
- Preparing cashbook reconciliation and bank statement.
- Use of IFMS system in effecting payment belonging and department of ICT.

**Education**

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2020 – 2024: KABARAK UNIVERSITY

Bachelor in Business Information and Technology

2016-2019: MUTITO HIGH SCHOOL

Kenya Certificate and Secondary Education [KCSE]

2006-2015: KASUNGUNI PRIMARY SCHOOL

Kenya Certificate and Primary Education [KCPE]

## Certifications

2022: August to September

Equator Institute of Technology and Professional Studies (Nairobi Campus)

*Certificate of competence – Laravel Framework (Html,CSS and PHP)*

## REFEREES

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- Mr William  
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