

# **KEITH WESLEY**

**Cell: Tel; +254 726 842 187**

**Po Box 910 – 20100 Nakuru Kenyan**

**Email: keithwesley187@gmail.com**

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## **PERSONAL PROFILE**

I am a self-motivated individual with excellent procurement and contract management qualifications with good interpersonal and client relation skills, highly organized and able to work under minimum supervision in order to achieve the set goals of the organization.

## **CAREER OBJECTIVE**

To be exposed to new experiences that will help me grow intellectually, morally, socially and prepare me for future challenges while adding value and contributing to the overall achievement of organization goals and objectives. An organization where learning and sharing is at core to enhance both individually, collectively and utilization of full potential as I widen my supply chain management skills.

## **EDUCATION**

**Degree in Procurement and Contract Management;**

**Date; 2014 to 2020 :** Jomo Kenyatta University of Agriculture & Technology

**Computer Packages;**

**Date; 2018 to 2020 :** Jomo Kenyatta University of Agriculture & Technology

MS Word, Excel, Access, PowerPoint and Page Maker.

**Membership Body:**

**Date; 2021 :** Kenya Institute of Supplies Management

## **PROFESSIONAL EXPERIENCE**

**February 2018 - April 2018:**      **County Government of Nakuru**  
**Position:**                              **Attachment in Procurement Department**  
**Responsibilities:**

- ❖ Maintaining stores ledger book
- ❖ Raising and processing LPOs
- ❖ Receiving of quotations for supply and delivery of stationery
- ❖ Writing minutes printing and filling of procurement documents
- ❖ Preparing documents for monthly stock taking
- ❖ Consolidating of requirements for preparing of tenders
- ❖ Re-evaluating of tender and prequalification
- ❖ Filling and updating bin cards
- ❖ Assisting in bid opening evaluation, preparing award decisions
- ❖ Opening of quotation register and registering of quotations
- ❖ Receiving and issuing of accountable documents and stock
- ❖ Raising of requisitions
- ❖ Monitoring of re-order levels
- ❖ Inventory management
- ❖ Posting of transactions in the cash book of the county

**September 2019 – December 2019:**      **Waruhiu Construction Limited**  
**Position:**                                      **Attachment in Stores department**  
**Responsibilities:**

- ❖ Initiating requisition from the construction site
- ❖ Maintaining order records for checking from my supervisor
- ❖ Daily stock-taking
- ❖ Inspection of goods leaving the construction site as well as goods coming in.
- ❖ Monitoring of re-order levels
- ❖ Inventory management
- ❖ Maintaining records of employees working in the construction site

**December 2019 - November 2020:**      **Red Lion Hotel**  
**Position:**                                      **Internship / Procurement Officer**  
**Responsibilities:**

- ❖ Initiating requisition from user department and confirming orders
- ❖ Maintaining order records and transmitting them to purchasing manager
- ❖ Daily stock-take and issuing of goods from stores
- ❖ Daily counter stock reconciliations

- ❖ Ensure accurate documentations is done and payment
- ❖ Banking reconciliations and filing of vouchers
- ❖ Following up the deliveries of goods.
- ❖ Recording of payments and receipts.
- ❖ Daily report writing and submitting them to the floor manage.
- ❖ Filing documents related to purchasing of products and delivering of products to various counters.
- ❖ Operate a variety of office equipment such as photocopier, printer, and scanner, facsimile among other equipment's.
- ❖ Preparing invoices, delivery notes and receipts among other documents
- ❖ End month reports and final stocks for the month.

## **SKILLS AND ACCOMPLISHMENT**

- ❖ Excellent in management
- ❖ Team Player
- ❖ Excellent Interpersonal skills
- ❖ Excellent customer care and relation

## **REFEREES**

### **1. Mr. John Mugo** Director

Company Name: Red Lion Hotel Ltd

Tel No. 0722398631 Nairobi Kenya

Email: johnmugo.ke@gmail.com

### **2 William M. Waruhiu**

Chief Executive Officer

Company Name: Waruhiu Construction Ltd

Tel No. 0722254977 Nakuru Kenya

Email: info@waruhiuconstruction.com

### **3. Mrs Monicah Mburu**

Consultant – Counselling and Capacity Building

Tel No. 0722658863 Nakuru Kenya