

PAULINE ONDIEK,
P.O BOX 40185-00100,
NAIROBI, KENYA.

THURSDAY, 19 JANUARY 2023.

TO THE HUMAN RESOURCE MANAGER,
PEACE WINDS JAPAN,
P.O. BOX 27038-00100,
NAIROBI, KENYA.

Dear Sir/Madam,
RE: APPLICATION FOR THE POSITION OF A WAREHOUSE ASSISTANT- KAKUMA.

As a graduate of Jomo Kenyatta University of Agriculture and Technology, JKUAT, who is passionate about the supply chain management processes, it is with great interest that I am forwarding my application for consideration for this job opportunity. I have chosen your organization due to its wealth of expertise which will help train me and help me achieve my dream of becoming the head of supply chain and help ensure proper employment of best procurement practices that improve efficiency, reducing costs while improving performance.

My undergraduate bachelors degree in procurement and contract management has given me a strong background for this job along with additional skills gained through my coursework in units such as; distribution and warehousing, stores control and inventory management, fleet and freight management, transport policy and planning, quantitative techniques, cost accounting, operations management in the supply chain, procurement ethics and integrity and customer relationship management among other relevant units.

As part of my bachelors degree award requirement, I had the opportunity to work at Milimani, Employment and Labor Relations Court, (ELRC) as an attache where I participated in the evaluation of bids, writing professional opinions and evaluation reports, regular physical stock taking and recording in the stores ledger and stock control card to avoid shortages and surplus inventory, purchasing and managing inventory, inspection of items brought in by suppliers among other functions of a procurement officer.

I was also an attache at the Kenya Accountants and Secretaries National Examinations Board (kasneb) from November 2021 to February 2022. I got a great exposure to the supply chain management field. I participated in performing the following tasks; preparing draft tender documents, evaluation reports, award letters and regret letters, statutory reports, receiving items brought in by suppliers, issuing items to the user departments, disposal of inventory, participating in tender opening and evaluation committee meetings among other tasks in the organization. I would much appreciate to contribute to your ongoing growth and continues success. Given the position's nature and my skills and potential value for the organization, I would ask for a salary range in the Kshs. 35,000 to Kshs. 45,000 range.

The accompanying resume can serve to provide you with greater details of my background and what I have to offer. You can reach me either by phone at +254 799022118 or by email at paulineondiek76@gmail.com . Thank you for your time and consideration. I look forward to hearing from you.

Yours sincerely,

Pauline Ondiek.

PAULINE AWINO ONDIEK

P.O BOX 40185-00100, Nairobi

Tel: +254 799022118

Email: paulineondiek76@gmail.com

CAREER PROFILE SUMMARY

As a multi-skilled Procurement professional, I excel in significantly reducing procurement costs by standardizing processes, negotiating favorable terms and streamlining supplier channels. My track record involves me successfully employing best business practices that improve efficiency, reducing operating costs whilst increasing performance. Highlights of my working experience include; performing clerical duties in the store department, resolving and handling customer's issues effectively, updating suppliers' database for future strengthening of relationships, managing stores and stock control and handling all invoices for payment and filing documents accordingly. Additionally, I am confident that my skills and expertise in this area and valuable work ethic is a valuable asset to any organization. My focus is to work with an organization where my expansive skills will contribute to the smooth running of procurement operations.

EDUCATION BACKGROUND

- **Bachelor of Procurement and Contract Management-** Jomo Kenyatta University of Agriculture and Technology;
September 2017 to November 2021.
- **Kenya Certificate of Secondary Education-** Moi Girls School Nairobi; 2013 to 2016.
- **Kenya Certificate of Primary Education-** Magoso Primary School; 2005 to 2012.

PROFESSIONAL COURSES

- **Certificate in Counselling Psychology** at East African Institute of Professional Counselling;
September 2019 to November 2019
- **Certificate in Life skills** at East African Institute of Professional Counselling;
- **Certificate in Full stack web development;** Magoso Youth Center Tech Academy; July 2022 to February 2023

KEY SKILLS AND COMPETENCIES

- **Procurement and Sourcing:** Efficient in sourcing through the identification of cost-effective suppliers, filling up the delivery time of the goods/supplies, analyzing supplier's quotations and scheduling all to improve quality & reliability.
- **Supply Planning/Inventory Management:** Knowledgeable in ensuring timely sourcing and delivery of goods from suppliers, preparing detailed quotations and LPOs and making sure that the tendering process is accurate and efficient.
- **Stores Management:** Successfully ensured the neatness and cleanliness of the store, checked the stock level of items in stock to facilitate replenishment, received requisitions from various departments and carried out stock taking.

- **Stock Management:** Excellent in initiating purchase requisition for the replacement of stock of regular store items and checking the book balances with the actual physical stock at frequent intervals.
- **Relationship Management:** Ability to leverage interpersonal skills to establish rapport and develop relationships with all key stakeholders such as suppliers, customers & colleagues.
- **Contract Management:** Effective in drafting and coordinating the different contracts with vendors and suppliers ensuring the terms of engagement are adhered to and a workable consensus is agreed upon.
- **Communication and Interpersonal skills:** Through my work experience, I have learned how to relate with people, maintaining good and professional relationships with my colleagues and also interacting with suppliers to reach an agreement.
- **ICT Competency:** Proficiency in advanced Microsoft Office skills, full-stack web development
- **Effective Communication and Proper Interpersonal skills:** Through my work experience, I have learnt how to relate well with people, maintaining good personal and professional relationships with my colleagues and also interacting with suppliers to reach an agreement.
- **Teamwork:** I have the ability to work in a group to ensure we achieve a common goal in the most efficient and effective way for the overall growth and benefit of the organization.
- **Initiative:** I am able to assess and initiate tasks independently without waiting to be told. I don't need much supervision to complete tasks.
- **Peer Counseling**
- **Conflict Resolution**

WORK HISTORY

Procurement Attaché

Kenya Accountants and Secretaries National Examinations Board; November 2021 to date

Duties and Responsibilities

- Participated in the preparation of draft tender documents.
- Prepared professional opinions and tender evaluation reports
- Regularly updated suppliers' database for future strengthening of relationships.
- Prepared requests for quotation and requests for proposal.
- Participated in the opening and evaluation of tenders.
- Followed up on suppliers for delivery of goods and services.
- Prepared statutory reports.
- Participated in the disposal of inventory.

Procurement Attaché

Milimani, Employment and Labor Relations Court; February 2020 to March 2020 and July to September 2020

Duties and Responsibilities

- Wrote professional opinions and evaluation reports
- Helped out in bid evaluation and in the processing of tenders.
- Recorded and checked prices for goods received.
- Followed up on suppliers to ensure there were no delays and picked up on problems in time.
- Managed stores and stock control through regular stock taking and proper record keeping
- Participated in the inspection of items received from suppliers to ensure conformity to specifications.
- Issuing items to various user departments and recording in the counter requisition and issue voucher.
- Participated in the quotation opening committee
- Doing price comparison to ensure the organization gets the best quality at affordable price, value for money.
- Recording in the stores ledger and stock control cards to ensure a proper record of inventory to avoid shortages

TRAININGS/TASKS

Enumerator

Kenya National Bureau of Statistics (KNBS), August, 2019

Duties and Responsibilities

-
- Counting individuals in various households
 - Taking record of the various items owned by a specific household
 - Checking their living standards
 - Recording any disabilities
 - Recording the fertility rate of a family
 - Recording the death rate in a family

Clerk

Independent Electoral and Boundaries Commission (IEBC), 2019

Duties and Responsibilities

-
- Confirming if the voter is registered to the polling station
 - Directing the voters accordingly
 - Helping in the counting of votes

REFEREES

Mr. Francis Okubo

Head of supply chain management unit

Kenya Accountants and Secretaries National Examinations Board

Tel : +254 722848206

Email: francis.okubo@kasneb.or.ke

Mr. David Onditi

Procurement Officer

Nairobi Baptist Church

Tel : +254 706289288

Email: onditi@nairobiibaptist.co.ke

Madam Carren Chepng'etich

Lecturer

Jomo Kenyatta University of Agriculture and Technology

Tel : +254 715093293

Email: cchepngetich@jkuat.ac.ke