

CURRICULUM VITAE.

PERSONAL DETAILS:

NAME	MUSYOKA SYENGO
DATE OF BIRTH	14/4/1994
PHONE NUMBER	0797981385
E-MAIL	jeremymusyoka94@gmail.com
NATIONALITY	KENYAN
GENDER	MALE
I.D NUMBER	35447792
LANGUAGES:	English, Kiswahili, fluent spoken and written

PROFESSIONAL ASSESSMENT.

- To all time exert myself and utilize my skills in the best way possible to achieving the company's goal through the knowledge and competence acquired in both basic and advanced compute application's, communication skills, basic e-commerce and entrepreneurship
- Seeking competitive and challenging positions in organizations that offer growth opportunities to employees achieve and implement the organization policies, missions and visions.

CARRIER OBJECTIVES AND COMPETENCY.

- To solve problems in an effective/creative manner in a challenging position.
- To enhance my professional skills in a dynamic and stable workplace
- To serve my customer and colleagues in a respectable manner to meet the organization objectives.
- To join an interactive organization that offers me a constructive workplace for a communicating with customer and people.
- Good team player.
- Ability to work with minimum or no supervision.

EDUCATIONAL BACKGRONND.

2019-2021	Chuka University. Diploma in procurement and logistics management.
2018	Chuka University. Certificate in Business management attained a credit.

2013-2016.	Malalani Mixed Secondary	K.C.S.E Mean grade of C Plain.
2003-2012	Katumbi primary.	K.C.P.E .

WORK EXPERIENCE

2021: Assistant procurement officer during attachment at Kiegori Tea Factory

DUTIES:

- Assisted in ensuring that all supply chain related activities are properly executed.
- Assisted in proper receiving and dispatch of goods.
- Conducting of stock takes in weekly and periodical arrangements.
- Assisted in inspection of goods received.
- Engaging in ensuring good coordination of inbound and outbound logistics.
- Ensuring that returns are handled with total care.
- Participated in contract negotiations.
- Participated in market survey.

2022; January-March, Worked at British American Tobacco (BAT) in ware house sorting.

DUTIES PERFORMED;

- Ensuring that all the cartons assigned for sorting has been done accordingly.
- Making sure after sorting all the cartons are returned to the respectively place.
- .Ensuring that all the ware house arrangements are maintained as it supposed to be.
- Making sure that the warehouse cleanliness is maintained.

March up to August worked at Ashut plastics limited as casual.

DUTY PERFORMED;

- Machine operator

And from 2022 August -November worked at Nyambene Hills Hotel as a Junior accountant.

DUTIES PERFORMED;

- Assisted auditors group in carrying out auditing exercise.
- Preparing of monthly financial statements.
- Preparing of monthly financial reports.
- Budgeting cash to be allocated for purchases.
- Doing weekly stock taking.

February 2023 Up to July 2024 worked at Magunas Superstores As inventory Control Personnel.

DUTIES PERFORMED;

- Inspecting of incoming stock for quality and reporting any issue to relevant departments.
- Maintaining comprehensive records of inventory transactions and generating reports as needed.
- Communicating effectively with suppliers regarding stock levels, orders and deliveries.
- Coordinate with various departments to fulfill orders accurately and on time.
- Regular monitor of inventory levels to prevent stock shortages and excess.

Currently working with BHEKAMS traders Limited (Automotive Spare parts) as an inventory clerk.

ROLES

- *Receiving* of the goods and confirming of the quantiles whether they match with the invoice.
- Doing stock reconciliation weekly.
- Making sure goods are well arranged in the shelves.
- Reporting of the stock discrepancy after stock count.
- Regular monitoring of stock levels to place orders and avoid over stocking.
- Liaising with Local suppliers to make sure delivery are done as per the requirement.

INTERESTS/HOBBIES.

Reading articles and journals that are motivational.

SKILLS.

- Proficient in inventory management software including [Automan &Aspire} and advanced MS Excel (pivot tables, VLOOKUP)
 - Experienced in stock rotation practices (FIFO, LIFO) and managing damaged/surplus stock
- Data analysis
- Supply chain coordination ability
- Proficient in stock reconciliation and compiling.
- Contract and supplier relationship.

REFEREES.

Charlse Andera

Nyambene Hills Hotel-Manager

P.O B.O.X 5-60600

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0722912758

Ag.Michael Mbogo

Kiegoi Tea Factory,

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