

**BENEDICT WAMBUA**  
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Nairobi, Kenya

## **PROFESSIONAL SUMMARY**

Proactive professional with experience in operations, compliance, equipment handling, and safety-focused environments. Strong background in coordinating high-pressure activities, maintaining accurate records, supporting incident response processes, and ensuring operational readiness. Known for teamwork, adaptability, and the ability to follow structured procedures, qualities essential for fire and rescue operations. Motivated to join the Firefighter Trainee program to apply my commitment to public safety, emergency preparedness, and continuous training.

## **SKILLS**

- Emergency Response Support & Incident Coordination
- Safety Compliance & Risk Awareness
- Equipment Inspection & Operational Readiness
- Teamwork & Communication
- Physical Fitness & Field Operations
- Record Keeping & Documentation
- Situational Awareness & Quick Decision-Making
- Vehicle and Equipment Handling (Basic)
- Discipline, Accountability & Ethical Conduct

## **WORK HISTORY**

### **MARBLE CAPITAL SOLUTIONS**

#### *Relationship Officer / Supplier Relationship Officer*

Nairobi, Kenya

08/2025 - Present

- Coordinated operational activities requiring accuracy, discipline, and adherence to strict timelines—skills critical in emergency response situations.
- Maintained reliable communication channels with multiple teams to ensure smooth operations and quick resolution of issues.
- Supported compliance and verification processes to ensure quality and safety standards were met.
- Assisted in monitoring performance metrics, reinforcing accountability and operational efficiency.

### **JIRANI SMART COMPANY LTD**

#### *Procurement Officer*

Nairobi, Kenya

01/2025 - 07/2025

- Ensured timely availability of essential materials through effective planning and coordination—mirroring the preparedness required in fire station operations.
- Maintained detailed records (GRNs, requisitions, supplier logs) ensuring traceability and audit readiness.
- Supported implementation of digital tracking systems enhancing accuracy and response time.
- Strengthened teamwork by collaborating with operations, logistics, and finance teams under tight timelines.
- Ensured compliance with internal controls, demonstrating discipline and integrity.

### **KENYATTA NATIONAL HOSPITAL**

#### *Attache*

Nairobi, Kenya

05/2023 – 08/2023

- Performed inventory checks, stock reconciliation, and documentation support essential for orderly fire station operations.
- Participated in structured tendering and inspection processes that required attention to detail and adherence to safety/quality regulations.
- Coordinated movements of supplies and supported teams handling sensitive and time-critical operations.
- Ensured proper recording, processing, and verification of operational documents, reinforcing strong administrative discipline.

## **EDUCATION**

### **Chuka University**

Bachelor of Procurement and Logistics Management

GPA: First Class Honours

Chuka, Kenya

2020 - 2024

## **REFEREES**

### **John Gichaga**

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### **Faith Nzula**

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### **Stephen Muteti**

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