

MWANGI RACHAEL WANJIRU

rachaelwanjiru33@gmail.com | Tel: [+254711903867](tel:+254711903867) | Address: P.O. Box 55615, Nairobi, Kenya | LinkedIn: [Rachael Mwangi](#)

PROFESSIONAL SUMMARY

Dynamic and results-driven Procurement & Virtual Assistant Professional with over 5 years of experience in procurement, supply chain management, and virtual administrative support. Proven expertise in optimizing procurement processes, streamlining logistics, and fostering strategic supplier relationships to achieve cost savings and operational excellence. Adept at managing inventory, coordinating cross-functional teams, and delivering exceptional customer service in fast-paced environments. Skilled in strategic planning, project management, and leveraging technology to enhance efficiency and accuracy. Passionate about driving organizational growth through innovative solutions and a commitment to continuous improvement.

PROFESSIONAL SKILLS

- **Strategic Planning:** Develop and execute procurement strategies that enhance efficiency and cost-effectiveness.
- **Supplier Relationship Management:** Build and sustain productive relationships with vendors for quality assurance and timely deliveries.
- **Inventory Management:** Monitor and optimize stock levels to prevent shortages and reduce wastage.
- **Contracts Negotiation:** Skilled in securing favorable terms to minimize costs and mitigate risks.
- **Logistics Coordination:** Manage the supply chain effectively to ensure seamless delivery operations.
- **Administrative Support:** Expertise in managing calendars, scheduling, and handling correspondence to streamline operations.
- **Project Management:** Efficiently plan and execute projects, meeting deadlines and ensuring client satisfaction.
- **Data Management:** Maintain and organize databases, ensuring accuracy and accessibility for business operations.
- **Customer Service Excellence:** Provide exceptional support to clients, addressing inquiries and resolving issues promptly.
- **Technological Proficiency:** Skilled in productivity tools like Microsoft Office Suite, Google Workspace, and task management software to ensure efficiency.

PROFESSIONAL EXPERIENCE

African Originals Limited Procurement Officer

Nairobi, Kenya
June 2024 – Present

- Optimized procurement operations by aligning purchasing plans with production needs, ensuring seamless supply chain management.
- Streamlined delivery schedules with suppliers and logistics partners to minimize delays and improve efficiency.
- Ensured compliance with quality standards for raw materials and packaging, contributing to consistent product quality.
- Developed comprehensive supplier performance reports to aid in strategic decision-making.
- Reduced inventory leakages by implementing stringent warehousing controls and processes.
- Collaborated with the procurement team to identify cost-saving opportunities through strategic vendor negotiations.

L'Oreal East Africa Sourcing Assistant

Nairobi, Kenya
November 2023 – May 2024

- Facilitated cost savings by managing the RFQ process and negotiating competitive pricing with vendors.
- Analyzed quotations to evaluate pricing, quality, and vendor reliability, enhancing supplier selection.
- Implemented KPIs to improve purchase order processing times and reduce errors.
- Monitored purchase price variance to identify areas for cost optimization.
- Designed a comprehensive spend monitoring sheet, providing insights into expenditure patterns for strategic planning.
- Strengthened vendor compliance through solvency ratio analysis, aligning supplier relationships with risk management priorities.

Bahai Investments Limited Virtual Administration Assistant

Nairobi, Kenya
November 2022 – November 2023

- Managed administrative tasks, including scheduling, correspondence, and data entry, ensuring smooth business operations.
- Maintained accurate records and databases to enhance decision-making and operational efficiency.
- Resolved client inquiries promptly, ensuring exceptional customer satisfaction.
- Organized virtual meetings and maintained minutes, fostering collaboration among stakeholders.
- Improved task efficiency by introducing effective project management tools and workflows.
- Supported marketing efforts by managing social media content and client communication.

Chuka University
Part-Time Lecturer

Tharaka Nithi, Kenya
January 2019 – May 2023

- Designed and delivered engaging lectures on procurement and logistics to diploma and certificate students.
- Developed course materials to align with industry standards and enhance student learning.
- Mentored students, providing academic guidance and professional career advice.
- Conducted research and authored articles to contribute to the academic field of procurement and logistics.
- Collaborated with peers to improve teaching methodologies and course content delivery.
- Evaluated student performance through assignments, exams, and continuous assessments, ensuring academic excellence.

Kenya Pipeline Company Ltd
Procurement Intern

Nairobi, Kenya
May 2017 – August 2017

- Assisted in local and international procurement activities, contributing to smooth operations.
- Supported vendor negotiations, ensuring optimal value in contracts and purchases.
- Enhanced customer satisfaction by generating and sharing timely open-order reports.
- Supervised vendor contract report maintenance, ensuring proper follow-up and compliance.
- Monitored inventory through ERP systems, achieving a 99% stock accuracy rate.
- Managed stock rotation using FIFO/FEFO principles to reduce inventory losses.

EDUCATION BACKGROUND

Chuka University
Master of Science in Procurement & Logistics Management

Tharaka Nithi, Kenya
2019 – Present

Chuka University
Bachelor of Purchasing and Supplies Management

Tharaka Nithi, Kenya
September 2012 – October 2018

PROFESSIONAL CERTIFICATIONS

ALX Africa
Virtual Assistant Certification

Online Course
July 2024 – October 2024

Certified Public Accountant (CPA)
Level 2 Certification

Nairobi, Kenya
May 2015 – May 2016

Chuka University
Computer Packages Certification

Tharaka Nithi, Kenya
April 2018 – September 2018

ADDITIONAL INFORMATION

- Dairy Ambassador, Gakungu Dairy Farmers Cooperative Society | January 2020 – Present (Volunteer): Promoted sustainable dairy farming practices to improve farmer productivity and profitability.
- Board Member, Githigia Secondary School | April 2022 – Present (Volunteer): Provided strategic guidance to the school's management, contributing to policy development and academic excellence.
- Active member of Chuka University Procurement Student Association Club, enhancing professional and academic networks.
- Recognized for exemplary leadership and service as a Board Member at Githigia Secondary School.
- Fluent in both English and Swahili Language with native or bilingual proficiency.
- Passionate about nature and wildlife conservation, women's empowerment, continuous learning, and farming.

REFEREES

Mr. Nathan Mutiria
Plant Director, L'Oreal East Africa
Nairobi, Kenya
Phone: +254701191620
Email: nathan.mutiria@loreal.com

Dr. Moses K. Njeru, Ph.D.
Director, Chuka University Embu
Campus, Embu, Kenya
Phone: +254722427743
Email: mnkathuri@gmail.com /
mkathuri@chuka.ac.ke

Mr. Edwin Kariuki
Procurement Officer, Kenya Pipeline
Company Ltd
Nairobi, Kenya
Phone: +254722782825
Email: eddiekariis151@gmail.com