

MWANGI RACHAEL WANJIRU

PROCUREMENT & SUPPLY CHAIN PROFESSIONAL
Master of Science Procurement & Logistics Management

Email: rachaelwanjiru33@gmail.com

CAREER AND PERSONAL OBJECTIVE

Highly resourceful and effective **Procurement & Supply Chain Professional** with over 5+ years' experience in procurement, supply chain management, and logistics. Proven track record in optimizing production, ensuring quality control, and managing supplier relationships. Possesses a strong background in procurement & supply chain, with a skilful capability to co-ordinate cross-functional teams in high pressured environments, streamline procurement processes, and enhance operational efficiencies. Adept at **Inventory Management, Warehousing, Strategic Sourcing, Vendor Management, Logistics management, Category Management, Operations Management** and **Customer Service** among others. My goal is to enhance operational efficiencies, reduce costs and losses, and support organizational growth within a dynamic and rewarding company that values continuous improvement and personal development.

Areas of Expertise include **Strategic Planning, Procurement Management, Training and development, Financial Management, Inventory Management, Supplier Sourcing, Relationship Management**.

SKILLS AND COMPETENCE

Personal Skills and Attributes

- Strong Leadership and Management skills.
- Outstanding written and verbal communication skills.
- Proficient in Microsoft Office suite: MS Word, Microsoft Outlook, Excel, PowerPoint.
- Strong organizational and interpersonal skills.
- Ability to pay attention to detail and report accurately and timely.
- Ability to work independently and think innovatively.
- Exceptionally organized and resourceful.
- Strong analytical, qualitative, and quantitative skills.
- Team player with an excellent work ethic.

Areas of Expertise

- Strategic Planning
- Supplier Sourcing
- Contracts Negotiation
- Supplier Relationship Management
- Risk Management
- Performance Evaluation
- Financial Management
- Inventory Management.

WORK EXPERIENCE

Position: Procurement Officer

African Originals Limited

June 2024–Present

Duties:

- Procure and maintain the required quantity of supplies and materials to optimize production as per the procurement plan.
- Coordinate raw materials and other supplies delivery with suppliers, vendors, and shipping companies.
- Ensure proper alignment of all raw material, packaging material, and other materials to quality control standards.
- Compile reports to monitor supplier performance and assess their ability to meet quality and delivery requirements.
- Vendor /supplier vetting, shortlisting, prequalification, on-boarding, and review within company procurement policies and SOPs.
- Present requisite reports and timely information to Procurement Manager for execution within the procurement policy.
- Maintain detailed inventory reports of raw materials and other supplies at various sites and in the factory.
- Ensure adherence to warehousing processes and controls to limit inventory leakages.
- Ensure all stores are well arranged and adhere to safety rules, maximizing space utilization.

Position: Sourcing Assistant

L'oreal East Africa

Nov 2023 – May 2024

Duties:

- **RFQs Management:** Successfully manage the Request for Quotations (RFQs) process, ensuring timely issuance, comprehensive vendor evaluation, and negotiation to secure competitive pricing for the company.
- **RFQ Analysis:** Conducting detailed analysis on received quotations, evaluating factors such as price, quality, delivery terms, and vendor reliability to make informed procurement decisions and drive cost savings.
- **Purchase Order (PO) Key Performance Indicators (KPIs):** Implementing key performance indicators to monitor PO processing times, accuracy, and compliance, leading to improved procurement cycle times and reduced errors.
- **Purchase Price Variance (PPV) Monitoring:** Establishing a robust PPV monitoring system to track and analyse deviations between budgeted and actual purchase prices, identifying areas for cost optimisation and process improvements.
- **Spend Monitoring Sheet:** Designing and implementing a comprehensive spend monitoring sheet to track the company's top 80% total spend, providing insights

into expenditure patterns and facilitating strategic decision making to optimize procurement strategies and achieve cost efficiencies. This sheet also incorporates vendor compliance metrics such as solvency ratio ensuring that vendor relationships align with the organisation's strategic objectives and risk management priorities.

Position: Procurement & Logistics Lecturer

Chuka University

Jan. 2019 – May 2023:

Duties:

- **Lecturing:** Delivering lectures and tutorials to diploma and certificate level students.
 - Developing curricula and course materials to be used across the department
 - Providing continuous support and guidance to students through their learning journey
 - Setting, administering, marking, and grading of assignments, tests, and final exams
- Conducting research, writing research papers, proposals, journal articles
- Collaborating with other academia's and lectures to improve the teaching and training methods and expand the knowledge base

Position: Procurement Intern

Kenya Pipeline Company Ltd

May 2017 - Aug 2017:

Duties:

- **Procurement:** Participated in both local and overseas procurement activities.
 - Assisted in Contracting operations, analysis, contract awards, and performance evaluation of vendors
 - Gained knowledge in **supplier negotiation** providing business value
 - Assisted in enhancing **customer satisfaction** by extracting and sharing open orders weekly
 - Assisted in supervising maintenance of **Vendor contract** reports & ensuring regular follow ups
 - Administered expedition of **Purchase Orders** in accordance with **demand** and **requirement** to facilitate **On Time In Full** (OTIF) delivery
- **Inventory management:**
 - Received, issued, and posted stocks in the ERP system ensuring a consistent order fulfilment of above 90% and accurate stock records
 - Raising requisitions for replenishment of goods
 - Managed stock ageing through FIFO/FEFO by ensuring proper management of stock batches.

- Managing inventory by performing regular counts and reconciling discrepancies, resulting in a 99% accuracy rate
- Monitoring inventory to maintain sufficient supply levels to meet business and customer needs

EDUCATIONAL BACKGROUND

2019-Present

Chuka University
Master of Science Procurement & Logistics Management

2018: Chuka University
Bachelor of Purchasing and Supplies Management

PROFESSIONAL QUALIFICATION

- CPA- Level 2
- Computer Applications

MEMBERSHIP & RECOGNITION

- **Member-** Chuka University Procurement Student Association Club.
- **Board member-** Githigia Secondary School.
- **Dairy Ambassador-** Gakungu Dairy Farmers Co-operative Society.

REFEREES

1. NATHAN MUTIRIA
PLANT DIRECTOR-L'OREAL EAST AFRICA
NAIROBI, KENYA.
TEL: 0701191620
EMAIL: Nathan.mutiria@loreal.com
2. DR. MOSES K. NJERU, Ph.D.
DIRECTOR- CHUKA UNIVERSITY
EMBU CAMPUS
TEL: 0722427743
EMAIL: mnkathuri@gmail.com
:mkathuri@chuka.ac.ke
3. EDWIN KARIUKI
PROCUREMENT OFFICER
KENYA PIPELINE COMPANY
TEL: 0722782825
EMAIL: eddiekaris151@gmail.com