

MARYANN WAMBUI

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PROFESSIONAL SUMMARY

Dedicated and detail-oriented Procurement and Supply Chain Management student with hands-on experience in vendor coordination, inventory tracking, and administrative support. Skilled in procurement documentation, data entry, and effective communication. Currently pursuing a BSc in Business Administration with a procurement focus. Seeking to contribute to a results-driven team as a Procurement Administrator.

CORE SKILLS

- Vendor sourcing and research
- Inventory and order management
- Procurement reporting and documentation
- Purchase order management
- Data entry and records management
- Microsoft Office Suite (Excel, Word)
- Trello, Canva, Google Workspace
- Communication and organizational skills

EDUCATION

Kiriri Women's University of Science and Technology

Bachelor of Science in Business Administration (Procurement Option)

Expected Graduation: 2026

ALX KENYA

VA {VIRTUAL ASSISTANT}

KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY

Diploma, Purchasing, Procurement/Acquisitions and Contracts Management

Jan 2022 - Apr 2023

MOI GIRLS' HIGH SCHOOL KAMANGU

SECONDARY SCHOOL EDUCATION

WORK EXPERIENCE

Virtual Assistant – Procurement Support (Freelance)

April 2025 – Present

- Provided virtual support to an event manager during a traditional Kikuyu wedding (ruracio)
- Sourced and coordinated with local vendors to ensure timely deliveries
- Managed communication timelines and logistical planning
- Created tracking sheets and schedules to monitor procurement status

PROJECTS & PRACTICAL EXPERIENCE

ALX Virtual Assistant Training

- task management, email handling, Canva design, and Trello workflow creation
- Created procurement workflows and professional templates for task coordination
- Collaborated on team projects simulating real client work environments

CERTIFICATIONS

- Virtual Assistant Fundamentals – ALX Africa
- Procurement and Supply Chain Management (Diploma) - Kiriri Women's University of Science and Technology

REFERENCES

Available upon request.