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## [AUTHOR]

### EMPLOYMENT

**Mitie** | 07/2023 – 02/2024

*Senior Buyer*

- Responsible for updating the supplier contracts database, which involved locating contracts from internal and external stakeholders and uploading latest versions to the Coupa database.
- Negotiated contract renewals to meet stakeholder budgets and recognised >£100k of savings.
- Nurtured relationships with key supplier contacts.
- Created data insights using Excel for reporting to senior management.

**Computacenter** | 07/2022 – 05/2023

*Associate Partner Manager*

- Managed the opportunity pipeline, sales forecast and reporting for Marketplace and Consumption opportunities.
- Proactively organised weekly cadence calls with internal and external stakeholders to find new opportunities for growth.
- Facilitated Quarterly Business Reviews and ensured actions were followed-up.
- Collaborated with internal stakeholders to organise attendance to partner events.
- Responsible for attaining customer feedback responses on closed opportunities to maintain the highest partner status 2023.

**Computacenter** | 02/2022 – 07/2022

*Senior Buyer (Promotion)*

- Created and executed plans to grow category margin by leveraging FX rates.
- Created pricing insights from reporting to identify trends used to negotiate pricing.
- First point of call on task-level escalations for the team Mentor for new starters.
- Active participation in monthly leadership forecast meetings.
- Reviewed IT contracts for suppliers and customers.

**Computacenter** | 11/2018 – 02/2022

*Buyer*

- Ownership of purchase order management lifecycle for tier-one hardware vendors.
  - Successfully delivered >£200m of enterprise hardware to customer datacenters globally.
  - Influenced process implementation for procurement and logistics post-Brexit.
  - Increased cash flow and mitigated commercial risk from £2m of aged stock through effective collaboration with sales, inventory management and accounts payable.
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- Resolved admin queries related to tax, audits, procurement contracts and proactively managed invoice disputes, damaged stock, and sourced alternative routes to market.

#### **Enterprise Rent a Car | 10/2017 – 11/2018**

*Assistant Manager: Graduate Scheme*

- Trusted advisor for corporate accounts, ensuring a high standard of customer service delivery.
- Onboarded 3 net new corporate customers from field marketing and relationship building.
- Led employee efforts in providing excellent customer service on the rental counter and upsell of insurance packages.
- Negotiated customer payment plans, collected difficult account receivables, and escalated overdue invoices.

#### **PROFESSIONAL ACHIEVEMENTS**

##### **MITIE**

*Mitie Star – For going the extra mile.*

Managed a difficult and late renewal with an underperforming supplier and achieved the stakeholders tight budget restriction.

##### **COMPUTACENTER**

*Commercial Excellence Award (2021 & 2022)*

Individually achieved 22% (£332k) of group target (£1.5m) in FY21 for incremental margin and received awards for commercial excellence year on year.

#### **SKILLS**

HTML5	ERP (SAP CP1)	Sales
CSS3	CRM (Salesforce)	Customer Service
JavaScript	AWS Marketplace	Stakeholder Management
MySQL	Problem-Solving	
Python	Contractual agreements	

#### **PROJECTS**

##### **WEATHER APP**

Individual project using **JavaScript**, **HTML**, **CSS**, and an API which gives the user real time weather data in any city.

<https://github.com/dmuriithi25/Weather-App>

##### **CALCULATOR**

Individual project using **JavaScript**, **HTML** & **CSS** to create a calculator.

<https://github.com/dmuriithi25/Calculator>

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## EDUCATION

### **JUST IT**

*Level 3 Software Development Bootcamp*

Completed a 12-week professional course covering HTML5, CSS3, JavaScript and Python fundamentals and including group and individual projects.

### **DE MONTFORT UNIVERSITY**

*International Business and Globalisation*

BA Honours (Upper Second Class)

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## REFERENCES

### **AVAILABLE ON REQUEST**