

CURRICULUM VITAE

PERSONAL DETAILS

NAME: MACHARIA FELISTER WANJIKU
E-MAIL: fellyshiku740@gmail.com
PHONE NO: 0743965933

PROFESSIONAL SUMMARY

A recent graduate with entry-level work experience specializing in logistics, team leadership, inventory management, client relations, and supply chain planning. Adept at collaborating with diverse teams to drive operational and quality enhancements.

WORK EXPERIENCE

Organization: KENYA EDUCATION NETWORK

Duration: Jan 2023 – Apr 2023

Department: Supply Chain

Key achievements/responsibilities

- Communication with member institutions.
- Data entry and record keeping
- Inventory management
- Tendering

Organization: BIDCO OIL REFINERIES

Duration: Jan 2022 – Mar 2022

Department: Supply Chain

Key achievements/responsibilities

- Assessing received products
- Negotiating purchase contracts
- Receiving purchased products
- Communication with the suppliers
- Evaluation of tenders

EDUCATION BACKGROUND

INSTITUTION: KABETE NATIONAL POLYTECHNIC

DURATION: 2021 – DEC 2023

QUALIFICATION: DIPLOMA IN SUPPLY CHAIN MANAGEMENT

INSTITUTION: GITWEKU GIRLS HIGH SCHOOL

DURATION: 2016 – 2019

QUALIFICATION: KENYA CERTIFICATE OF SECONDARY EDUCATION (K.C.S.E)

INSTITUTION: RARAKWA PRIMARY SCHOOL
DURATION: 2008 – 2015
QUALIFICATION: KENYA CERTIFICATE OF PRIMARY EDUCATION (K.C.P.E)

SKILLS

Languages

- English
- Swahili

Professional Skills

- Active Listening: The ability to attentively listen to customer concerns, questions, and feedback, showing empathy and understanding.
- Product Knowledge: A deep understanding of the company's products or services to provide accurate information and guidance to customers.
- Multitasking: Managing multiple customer inquiries or tasks simultaneously, prioritizing effectively to provide timely assistance.

Interpersonal Skills

- Ability to Work under Pressure
- Good Communication Skills
- Good Team Player
- Leadership Skills
- Problem-solving
- Time Management

REFERENCES

1. Lilian Maina
Supervisor
Kenya Education Network
0729342872
2. John Ogando
Lecturer
Kabete National Polytechnic
0724770556
3. Felix Abor
Supervisor
Bidco Oil Refineries
0724053978