**TEL.0720005228/0716730602**

**VICTOR MUYELA WANGILI**

**P.O.BOX 53399-00200**

**NAIROBI**

**KENYA**

**THE HUMAN RESOURCE MANAGER**

**ACE PHARMACEUTICALS LIMITED**

**P.O.BOX 19900-00200**

**NAIROBI**

**KENYA**

**DEAR SIR/MADAM**

**RE: APPLICATION FOR EMPLOYMENT AS WAREHOUSE PERSONNEL**

**I hereby write to apply for an internship job in your esteemed place, I am confident that your organization's values and objectives would highly compress my strength and enthusiasm.**

**I therefore used to be considered for the above position and required excellent interpersonal conception and analytical skills.**

**Please review the enclosed resumes and references.**

**kindly consider my application I would appreciate the opportunity for a personal interview. Thank you and God bless you.**

**Yours Faithfully**

**Victor Muyela**

**P.O BOX 53399 – 00200**

**NAIROBI, KENYA**

**0720 005 228 | 0716 730 602**

**PIN NO: A009679895G**

**victormuyela2016@gmail.com**

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| VICTOR MUYELA WANGILI |

Nationality : Kenyan

Marital Status : Single

Religion : Christian

Language : English | Kiswahili

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| CAREER OBJECTIVES |

To find a challenge position to meet my competence, capabilities skills and ensure high service and also multitasking skills in enhancing customer satisfactory and maximizing revenue and sales in position and also practicing strong interpersonal skill and team work at all times.

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| PERSONAL DETAILS |

Translate knowledge skills and experience into practical strategic solution in any organization I work for.

To utilize my theoretical and practical skills in any organization that demands total dedication, innovativeness, creativity and decision making to ensure that organization and individual goals and objectives are achieved.

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| PERSONAL ATTITUDE |

* Result oriented
* Demonstrable level of responsibility
* Hardworking and assertive
* Self-motivated and competent
* Self-discipline

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| KEY SKILLS AND COMPETENCES |

* Computer literate with skills using MS Word, Excel, other Microsoft packages and spss for data analysis
* Strong analytical skills
* Customer relation management
* Customer enquiry solution
* Data keeping

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| WORKING EXPERIENCE |

**2021– 2022 : NINE ONE ONE GROUP NAIROBI**

**WORKED AS A PROCUREMENT ASSISTANT**

**INTERNSHIP**

***Duties and Responsibilities.***

* Prepare monthly reports participate and support audits and stock taking activities.
* Prepare and raise LPO, s to ensure that all goods and services are delivered within the required period.
* Managing of all vendors invoice and procurement related matters within the ERP system.
* Data analyzing, record keeping and ensuring accurate timely and issuing of items.
* Price finding mechanism and coordinating the effective resolution of vendors queries and other finance related issues.
* Receipt confirmation and ensuring accurate, timely and complete posting and updating of transaction in the system
* Obtaining quotation from specified source and managing supplier/vendor contracts and maintaining relationship with supplier to ensure completeness of deliverables outline in the contract ensuring that all supplier complaints and concern are addressed promptly for continuity of services at all times.
* Control monitoring and maintaining procedures files including all relevant documents and vendors/supplier tracking system and maintaining all irrelevant information concern the organization suppliers.
* Project managing and establishing and implementing a monitoring system that ensure the prices paid for system that ensure the prices paid for commodities are in line with local market.
* Creating and place purchase order with appropriate vendors
* Follow up on delay order and ensure effective lines of communication to facilities timely and delivery of commodities using the most appropriate procurement procedures.
* Ordering and receiving of goods and managing the entire process of planning of commodities, procurement and supply chain activities.
* Preferred Supply

**2019 – 2020 : THE NAKURU MATERNITY AND NURSING HOME**

**WORKED AS A PROCUREMENT ASSISTANT**

**INTERNSHIP**

***Duties and Responsibilities.***

* Ensuring the accuracy of the hospital inventory system by updating record of the physical inventory total receipt adjustment monitoring and returns and ensure that required stock level are maintained.
* Negotiation mechanism, contract from suppliers and attending to procurement requisition in a timely manner and provide timely feedback to relevant stakeholder regarding their request.
* Source managing pay and manage inventory/supplier and ensure they are within established minimum and maximum level.
* Receipt confirmation and arranging and sorting inventory in the store also research and evaluate prospective supports maintaining good supplier relations and negotiation contracts.
* Supplies fulfillment and take delivery of all incoming materials and reconcile them with purchase orders.
* Purchase management inventory and ensuring they are no stock out by pre-empting the purchase on items that are running low on stock.
* Maintaining purchase order
* Stock taking and responsible for shipping cancelled or damage items back to supplier as approval.
* Invoice payment and recommend optimum quantities of items to be replenish, monitor and control Leadtime in items and service acquisition for minimum turn around.
* Managing aspect of purchasing equipment material, track and report key function metrices to reduce expenses and improve effectiveness.
* Price finding mechanism obtaining quotation from specified source and also oversees and supervise activities of purchasing department.
* Contract purchase through a contract purchase corporation bureau and discover profitable supplier and initiates business and organization partnership.
* Maintain and update supplier information search as qualification delivery times products ranges performance.
* Data analyzing record keeping and managing inventory maintain accurate purchase and accurate records.
* Creating and place purchase order with appropriate vendors, prepare plan for the purchase of equipment, services and supplier on time and within budget

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| EDUCATION BACKGROUND |

**2016 -2019**

**The Jomo Kenyatta University of Agriculture and Technology.**

Bachelor of Science in Procurement and Supply Chain Management

**2015 NOV – DEC**

**The Don Bosco Boys Township Institute of Computer Study**

Computer Certificate

**2012 – 2015**

**The Ruthimitu High School**

Kenya Certificate of Secondary Education

**2003 – 2011**

**The School of Kawangware Primary**

Kenya Certificate of Primary Educati

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| LEADERSHIP |

* Served as Praised and Worship/Choir Coordinator in Christian Union at Jomo Kenyatta University of Agriculture and Technology.
* Served as a prayer coordinator at Don Bosco Township, Karen.
* Served as a prayer coordinator and Christian Union Leader at Don Bosco Township, Karen.

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| OTHER COMMUNITY VOLUNTARY WORK |

* Worked at Dagoretti Constituency as a volunteer at Preventative Health Center.
* Worked at Kenya Student Christian Fellowship Arranging and managing student camps.

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| HOBBIES |

* Reading
* Socializing
* Swimming
* Dancing
* Travelling
* Social
* Honest

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| REFEREES. |

**1.**

**M.R Agoi Achok**

**The Human Resource Manager**

**Nine One One Group Nairobi**

**P.O. Box 79448-00200**

**Nairobi, Kenya TEL +254 15453205**

**2.**

**M.R Kitili Benjamin**

**The Human Resource Director**

**Nakuru Maternity and Nursing Home**

**P.O. Box 1769-20100**

**Nairobi, Kenya TEL +254 751 728 950**

**3.**

**M.R James Kamau**

**The Head of Department**

**Don Bosco Boys Township Institute of Computer Study**

**P.O. Box 24236-00502**

**Nairobi, Kenya TEL. 882996/882013**

**4.**

**Prof. Kepha Matoke**

**Head Of Academic, Director Nakuru CBD**

**The Jomo Kenyatta University of Agriculture and Technology**

**P.O. Box 1063-20100**

**Nakuru, Kenya TEL 067-58700001-5**