





Curriculum Vitae

Riak Mawut Angui Atem

 Muniki Suk Malesha, Juba, South Sudan

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 Nationality: South Sudanese |  Religion: Christian |  DOB: 19 February 2003

Professional Summary

Dedicated and detail-oriented **Supply Chain officer and Administration officer** with over **5 years of experience** overseeing procurement operations, operations coordination, vendor management, inventory control, general administration, financial tracking and humanitarian logistics. Demonstrated success in reducing wastage, improving delivery timelines, and leading effective warehouse operations in complex environments. Adept at working across cultures, maintaining compliance with procurement standards, and aligning logistics functions with organizational goals.

Core Competencies

- Procurement Planning & Supplier Assessment
 - Administrative and Organizational Skills
 - Financial Management
 - Inventory Control (FIFO) & Stock Accuracy
 - Vendor Negotiation & Relationship Management
 - Logistics & Fleet Coordination
 - Procurement Documentation & Compliance
 - Experience in WAVE or similar ERP systems
 - Budget Tracking & Financial Reporting
 - Team Leadership & Training
 - Emergency Supply Chain Support
 - Communication and Documentation
 - Data Analysis & Weekly Reporting
 - Software Proficiency: MS Office, Adobe Photoshop, Inventory Systems
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Professional Experience

Administration Section Head

Mayar Medical Center – Juba, South Sudan



December 2024 – December 2025

Key Responsibilities:

- Coordinated incoming and outgoing correspondence, managing confidential information and ensuring effective communication within the organization
- Organized meetings, conferences, and events, providing full logistical support, preparing agendas, and distributing minutes
- Managed the executive calendar, scheduled appointments, arranged official travel and accommodations, and handled stakeholder interactions
- Served as the main point of contact for client inquiries and stakeholder communications, providing timely and professional responses
- Handled visitor reception, navigated clients within the office, and provided refreshments and hospitality services
- Provided phone support, answered calls, took messages, and assisted in routine client inquiries
- Monitored budgets and prepared expenditure reports to support compliance
- Maintained detailed financial records, ensuring transparency and accuracy.

Supply Chain Officer/ Assistant (Procurement & Logistics)

Awake General Trading & Entrepreneurship Co. Ltd – Juba, South Sudan



January 2020 – January 2025

Key Responsibilities:

Procurement & Inventory Management:

- Oversaw end-to-end supply chain operations, including procurement planning, order processing, and vendor engagement
- Conducted supplier evaluations, negotiated terms, and ensured quality and compliance in all transactions
- Monitored stock worth over 10M SSP using FIFO methods, reducing wastage by 20%
- Implemented FIFO stock control, minimizing wastage and improving inventory accuracy by 20%
- Processed procurement requests for office and warehouse supplies, ensuring inventory readiness

- Prepared load plans, packing lists, and documentation for accurate and timely deliveries

Logistics Operations & Coordination:

- Supervised over 150 shipments with a 98% on-time delivery rate and led cross-functional logistics teams
- Organized transportation logistics for shipments across South Sudan, improving delivery efficiency by 15%
- Coordinated shipments with vendors and logistics teams, verified packing lists, and ensured accurate and timely deliveries
- Maintained detailed documentation, issued waybills, and completed paperwork for in-and-out movements of materials
- Redesigned warehouse layout, increasing storage efficiency by 25% and streamlining retrieval processes

Vendor & Stakeholder Engagement:

- Coordinated with vendors and logistics teams to resolve shipment delays and discrepancies
- Acted as a point of contact for clients and suppliers, maintaining professional relationships

Financial Management & Reporting:


- Monitored budgets, generated financial reports, and supported external audits
- Monitored budget allocations, tracked expenditures, and prepared reports, supporting financial compliance and accurate record-keeping
- Submitted weekly inventory and warehouse stock reports to program managers, contributing to transparent supply chain management
- Maintained documentation including purchase orders, invoices, delivery notes, and supplier records


Key Achievements:

- 💡 Reduced stock discrepancies and wastage by 20%
- 💡 Trained and mentored warehouse/logistics staff, improving team output and compliance
- 💡 Ensured 100% audit-readiness by maintaining accurate and timely records
- 💡 Improved supplier contract terms through effective negotiation and market analysis

Education

Diploma in Business Administration – Procurement & Logistics

 Ndejje University (Online & On-campus), Uganda

 2020 – 2023

South Sudan Certificate of Secondary Education

 New Testament Christian Senior Secondary School

 Graduated: 2020

Certifications & Licenses

- **Driver's License:** Categories A, B, C, D1, D, E, T
 - **Certificate in Safe Driving & Youth Empowerment** – Nyamora Petroleum Co.ltd
 - **Certificate in Basic Computer & Photoshop** – Ran Chol for Multi Activities Co.ltd
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Languages

- **English:** Fluent
 - **Arabic:** Conversational
 - **Dinka:** Native
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Technical Skills

- **Tools:** All MS office like, MS Word, Excel, PowerPoint, Outlook, and Inventory Systems
 - **Communication Platforms:** Email, task managers, mobile tools
 - **Reporting:** Inventory reports, PO tracking sheets, budget summaries
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Professional Attributes

- Integrity & Transparency
 - Timely Decision-Making
 - Cultural Competence & Teamwork
 - Accountability & Result-Driven
 - High Attention to Detail
 - Emergency Logistics Preparedness
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Reference

- 1) **Name: Jackson Taban Nimaya**
Position: Managing director
Institution: Awake General Trading Company Limited
Contact: +211 921 185 580

 - 2) **Name: Mayar Mayar Kout**
Position: CEO & Founder
Institution: Mayar Medical Center
Contact: +211 912 124 445
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Declaration

I, **Riak Mawut Angui**, declare that all information provided is accurate and solely intended for employment purposes.

Hobbies & Interests

Reading | Writing | Indoor Games | Meditation | Travelling | Cultural Exchange | Problem Solving

Confidentiality Notice

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