

## **CURRICULUM VITAE FOR SAMMY T. TIROP**

### **BIO-DATA**

NAME: Togom Tirop Sammy

GENDER: Male

MARITAL STATUS: Married

DATE OF BIRTH: 23<sup>rd</sup> September, 1962

PLACE OF BIRTH: Nandi County

ADDRESS: P.O. Box 41502, 00100  
Nairobi  
Kenya

TEL: Mobile 0733630932/0711602127

E-MAIL [samtirop@yahoo.com](mailto:samtirop@yahoo.com)

NATIONALITY: Kenyan

RELIGION: Protestant (Anglican Church)

CURRENT POSITION: LPG Manager

## **EDUCATIONAL AND PROFESSIONAL BACKGROUND**

- 2012 – 2014 Master of Business Administration (MBA) University of Nairobi
- 2009 – 2010 Bachelor of Business Administration (Marketing Option) at school of business Kenya Methodist University. Obtained second Class Honors, upper Division)
- 2007 – 2008 Diploma in Sales and Marketing at University of Nairobi. Obtained a credit
- 1983 – 1984 Certified Public Accountant (CPA I ) at Mombasa Polytechnic University
- 1981 – 1982 ‘A’ Level at Lelmokwo High School. Obtained 1 Principle 2 Subsidiaries
- 1977 – 1980 ‘O’ Level at Kabiyet Secondary School. Obtained Second Division
- 1969 – 1976 Mogobich Primary School. Obtained 27 Points

## **PROFESSIONAL EXPERIENCE:**

- 2014- Date Network Development manager National Oil Corporation of Kenya
- 2012- 2014 LPG manager National Oil Corporation of Kenya
- 2003 - 2012 LPG logistics coordinator at KenolKobil limited
- 1999 – 2003 Operations Manager at Mid Oil Africa limited which was a subsidiary of KenolKobil limited
- 1995 – 1999 Distribution manager at KenolKobil limited Nairobi
- 1989 – 1995 Distribution assistant at KenolKobil limited Nairobi
- 1987 – 1989 Export Dispatcher at Mombasa Terminal KenolKobil limited Nairobi

1985 – 1987     Accounts assistant at Co-operative Bank of Kenya

## **CORE RESPONSIBILITIES**

### **Network Development Manager**

- Devise, develop and deliver plans e.g. strategic and budgetary plans for network development
- Identify and pursue potential sites for Retail outlets, Franchises and Leases
- Organize and Co-ordinate activities for acquisition, leasing and franchising for service stations
- Participate in negotiation for land and stations with vendors
- Follow up on all documentation pertaining to station acquisition from potential lessors
- Custodian of the acquisition and leasing of service station/land
- Ensure timely and efficient steaming in of outlets
- Maintain overall responsibility and accountability for ensuring construction outcomes are achieved and reported
- Address any customer complaints and ensure excellent customer relations including feedback to vendors, consultants and contractors on resolutions of acquisition and construction
- Act as the Corporation's liaison in dealing with Consultants, Contractors and other relevant parties
- Adhere to and ensure full adherence to the Corporation's policies, values, procedures and Service Charter and Service Level Agreement, key amongst them being EHS and the Quality Management System.

### **LPG Manager**

- Developing and implementing strategies of the growth and maintaining existing customers.
- Ensuring competitive pricing for bulk and packaging LPG product, cylinders and accessories
- Ensuring adequate product and accessories for the business as per plan
- Providing adequate guidelines on EHS(Environment, Health and Safety)standards and regulations pertaining to LPG
- Improving ISO procedures relating to LPG
- Enforcing compliance of EHS in all commercial outlets
- Training staff, dealers and resellers on basic safety relating to LPG
- Coordinating with Corporate affairs on communication activities relating to LPG
- Ensuring all customer complaints are resolved and recorded
- Gathering market intelligence and benchmarking with the best industry practice
- Ensuring compliance to statutory requirements pertaining to LPG
- Ensuring that all customers' accounts are operated within approved trading terms
- Keeping up to date with development in the industry
- Coordinating supplies and submitting the report to the procurement manager.

### **LPG logistics coordinator**

- Estimate sales, coordinate order placement to ensure Economic Order Quantities are maintained
- Assist LPG manager to develop and implement market strategies for LPG and related components for regional network
- Assist LPG manager in development of new products
- Manage trade receivables
- Train staff on LPG
- Monitor delivery system to ensure that all service stations and bulk customers are well stocked

- Stock Management to ensure optimal stocks of LPG and accessories are maintained
- Assist LPG manager to negotiate and source products from various supplies.
- Co-ordinate with purchasing and suppliers to ensure the timely supply of all products
- Process payment of suppliers and ensure payments were supplied as per the terms
- Coordinate the storage and filling activities at the hospitality partner as per the contract.
- Co-ordinate the activities of the commission agents
- LPG pool co-ordination of cylinder exchange
- ISO Quality management system compliance in all tasks

### **Operations Manager**

- Preparing operations report on monthly basis
- Preparations of Budget for the department
- Checking the maintenance contractors performance
- Reviewing the rates for spares, mileage ,installation costs and labour charges
- Update the asset register
- Approving all the invoices
- Ensure all product deliveries are made to customers on time

### **Distribution Manager**

- Preparing the distribution Budgets.
- Coordinating deliveries of product to all our customers with the depots and transporters
- Co-ordinating with planning &supply departments on the product pumpovers and organising for hospitality arrangements
- Checking the transporters invoices for the road, rail and KPC
- Negotiating for competitive transport rates and contracting delivery tracks
- Handling customers/dealers complaints on product shortages, quality, quantity and delays in deliveries
- Training customers on products receipt procedures
- Representing the company in the supply and distribution committee in the industry

- Checking all transport invoices and section report

### **Distribution Assistant**

- Taking daily stocks of all depots for circulation to management
- Processing transporters invoices for payments
- Preparing weekly pump over product requirement
- Preparing weekly volume related expenses
- Preparing KPC product losses.
- Inspection of delivery trucks
- Witnessing calibration of trucks
- Controlling transporters G.I.T,V.A.T and performance bonds records

### **Export Dispatcher**

- Preparing export invoices, delivery notes, customs documents and update BIF register
- Receives, validates, records, despatches and controls all export orders including bunkers
- Prepares the daily duty and sales tax gross payment register, bank credit advice for payment to customs
- Maintain neat and up-to-date files for export invoices and related customs documents
- Declaration of duties and processing customs entries C20,C21,C45,CD3 and BIF
- Controlling transporters G.I.T,V.A.T and performance bonds records

### **Accounts Assistant**

- Payment of invoices/bills/standing orders after duly approved and authorised.
- Check on supplies statements and reconcile them on monthly basis
- Draw up payment debits for any reimbursement made to members of head office staff
- Draw up a cheque account reconciliation statement on weekly basis.
- Control the dispatch of bank cheques
- Maintain a register all bank cheques drawn
- To answer all queries in respect to supplies statements and overdue accounts

## **COMMUNITY PARTICIPATION**

- Environment & Wildlife conservation, Charity walk to aid peoples with special needs
- Participating in Campaigns on HIV & AIDS Awareness & Drug Abuse

## **CAREER AMBITION**

To work in a well-established Organisation that is both challenging and rewarding in order to Offer Leadership in Institutionalization and Development of Risk Management Frameworks in the areas of Marketing and Operations, Trade Finance, Planning, Compliance, Investment, Credit, Operations, Strategic and Business Management.

## **REFEREES:**

Ernest Lagat

Business Development Manager

KenolKobil Ltd

P.O. Box 30322-00100, Nairobi,

Tel: +254 2755000

Cell: +254733630897

Franklin Kirigia

Consultant

Standard Investment Bank Ltd

P.O. Box 13714-00800, Nairobi

Tel: +25420 2220225

Cell: +254722 709041

Aggrey Jonathan K Bett,

Director Finance Department,

Central Bank of Kenya.

P.O. Box 55715-00200 Nairobi

Tel: +254202860000

Cell:+254 072216177