

CURRICULUM VITAE

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Personal information

Date of Birth: 03 Jun 1991
Nationality: Ugandan
Marital Status: Married
Gender: Male

Profile

I am a procurement and logistics professional and I am at my best in a job where I can work with other people and build trusted relationships with my co-workers. I am also confident and competent and succeed in performing complex tasks and processes within a tight schedule.

Employment History

Jul. 2017 – 2020

Procurement and Logistics Assistant

Tusker Mattresses/Tuskys Supermakets Uganda

- Researched on potential vendors.
- Undertook price or cost analysis before committing purchases.
- Compared and evaluated offers from suppliers.
- Negotiated contract terms of agreement and pricing.
- Tracked orders and ensured timely delivery
- Reviewed the quality of purchased products.
- Entered order details (e.g. vendors, quantities, prices,) into the internal data bases.
- Maintained an updated record of purchased products, delivery information and invoices.
- Prepared reports on purchases, including cost analysis.
- Monitored stock levels and placed orders as needed.
- Coordinated with warehouse staff to ensure proper storage.

Oct. 2015 – Jun. 2017

Stores Clerk

Michael Wamalwa Secondary Secondary School

- Received, checked and signed for goods received from suppliers.
- Kept goods received in good conditions awaiting collection by User departments.
- Informed the User departments on the availability of goods awaiting collection.
- Ensured adequate records keeping and managed all documentation to confirm proper stock levels and maintained inventory control.

- Ensured goods from suppliers were of the right quality and quantity according to specification.
- Prepared Monthly Stock takes, reconciliation and valuations.
- Ensured security of all the stocks in the stores.

Jan. 2015 – April. 2015:

Procurement Intern

Mbale District Local Government (Uganda)

- Prepared and issued request for quotations to vendors
- Coordinated the evaluation of bids and made appropriate recommendations to the procurement committee where applicable.
- Prepared purchase orders for recommended suppliers/providers.
- Liaised with the finance team to follow up vendor invoices to ensure timely payment.
- Developed and maintained a data base for suppliers/providers.
- Participated in negotiations with suppliers.
- Ensured adherence to procurement policies and procedures.

Education and Training

2013 – 2015 **Uganda College of Commerce, Tororo.**

Diploma in Procurement and Logistics Management

2011 – 2012 **Manafwa High School**

Uganda Advanced Certificate of Education

2007 – 2010 **Nyondo Secondary School**

Uganda Certificate of Education

2000 – 2006 **Grace Primary School**

Primary Leaving Examination

Skills and Competence

- Ability to multitask, obtain results, and sharp focus on quality delivery.
- Ability to work in a multi-cultural and multi ethnic environment with sensitivity and respect for diversity.
- Keen to details, excellent analytical and problem solving skills and strategic thinker.
- Proactive personality, self-driven and strongly motivated.
- Good organizational, interpersonal skills, strong communication skills, both verbal and written.
- Excellent management, analytical and negotiation skills

Languages Spoken

English, Kiswahili, Luganda and Lugisu

Referees

1. Stella Khainza

Warehouse Manager

Tusker Mattresses

Mobile: +256782067936

2. Wandulu Emmanuel

Procurement Officer

Mbale District Local Government.

Mobile: +256774568133

3. Vincent Muchinyi

Head Teacher

Michael Wamalwa Secondary School

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