**AIJUKA BLAIR**

**Mob:** +256 788979590 **Email:** aijuka32@gmail.com

**PERSONAL STATEMENT**

* Experienced in Procurement, Logistics and inventory management. Possess a bachelor’s degree in Procurement and Logistics Management and a post graduate diploma in Logistics & Transport at the Uganda Management Institute and a member of Chartered Institute of Logistics and Transport -CILT UK
* A diligent character of high integrity, who focuses on ensuring compliance to all guiding standards. Negotiates win-win agreements, and ensures procurement of cost-effective goods /services

**KEY COMPETENCIES AND SKILLS**

* Able to issue tenders and establish contracts.
* Able to provide technical guidance regarding procurement.
* Able to establish processes for procurement actions
* Able to conduct market analysis and develop reports.
* Possess knowledge of Procurement process activities
* Experience with ERP Systems like Microsoft office
* strong oral and written communication ability in English, Kiswahili, Luganda
* Excellent interpersonal relationship skills

**WORK EXPERIENCE**

**Employer: World Food Programme, Koboko, Arua Area Office**

**Job Title: Assistant Warehouse manager**

**Period: December 2021 to February 2024**

**Achievements**

* Effectively received and dispatched commodities against official approved documentation ensuring accuracy in physical count of commodities including the quality in compliance with the established standards in LESS systems
* Monitored condition of the warehouse facility and commodities and take appropriate actions, to support efficient warehouse space-planning and well-organized commodity storage following WFP warehouse standards
* I have participated in CBT- Market price monitoring through market price monitoring in markets -Rhino camp
* Maintained a comprehensive filing system for auditable records for all procurement and warehouse documentations
* Followed up on disposal of spoilt food authorizations, monitored execution and ensured the documents (destruction certificate) are kept for audit purposes for the disposed food items
* Maintained clean and pest free storage commodities conditions and mitigated commodity losses through physical counts, random weight, and sorting
* Kept updated records on stack cards, tally sheets, waybills and food release notes, computer inventory lists for food to aid stock reconciliations and audits through timely and accurate positing in LESS
* Performed daily inspections and prepared reports on the quantity and quality of the commodities received, dispatched and handled and prepared warehouse reports to supervisor.
* Maintained clean and pest free storage commodities conditions and mitigated commodity losses through physical counts, random weight and sorting
* Kept updated records on stack cards, tally sheets, waybills and food release notes, computer inventory lists for food to aid stock reconciliations and audits

**Employer: Mavid Pharmaceuticals Limited**

**Job Title: Procurement and Logistics Officer**

**Period: December 2020 to November 2021**

**Achievements**

* Maintained strong working relationships with vendors, as well as strong internal relationships with various departments which positively impacted morale, communication, and overall working conditions.
* Provided operational coordination and administrative services to support procurement activities and following rules and regulation for effective procurement processes
* Prepared Purchase Orders, contracts and supporting documents for medicines for approval by the general manager
* Provided effective and timely planning, oversight, management, and coordination of procurement operations for timely production.
* Supported procurement programs and operational activities for main Office by following standard processes for successful procurement of medicines
* Resolved critical inventory discrepancies by performing research and following up on supplies received. Eliminated the chances of fraud and theft by ensuring safety and efficient use of the organization’s resources.
* Managed updates and developed databases and records of suppliers to ensure information is accurate, organized and available
* Reviewed, recorded, and prioritized purchase requests and ensured all supporting documentation is received to enable the procurement of goods and services

**Employer:**

**Job Title:**

**World Food Programme, Mbarara Office**

**Business Support Assistant-Programme**

**Period: March 2018 to November 2020**

**Achievements**

* I received and handled procurement requests, prepared Local purchase orders (LPOs) in Kyaka and Kyangwali Offices in coordination with finance and programme and ensured right procedures and are used during sourcing
* Compiled data, prepared and distributed documents, to support successful purchasing programs and operational activities ensuring standard processes are followed
* I consolidated purchase requests for Kyangwali/kyaka II office for every month and presented it to the team leader for approval after combining all user department needs like logistics and Programme this increased efficiency and effective planning.
* Followed standard emergency preparedness practices and supported WFP to quickly respond and deploy food and needed resources in Kyaka and Kyangwali.
* I maintained and updated procurement files for prequalified and other records as required and maintained office equipment and furniture alongside other non-food items for different units.
* I participated in the regular monitoring of WFP activities like nutrition and supported in the daily verification of beneficiaries during food/cash distributions
* Supported capacity building of WFP staff and partners during the launching of Biomertic system in Uganda Country Office
* Received orders from program staff, followed-up on local purchases supplied, payments, and delivery confirmation.

**Employer: Bushenyi District Local Government**

**Job Title: Procurement Assistant**

**Period: May 2015 to February 2018**

**Achievements**

* I developed and implemented procurement plans for goods, works and services for effective functioning of Bushenyi District local Government
* Prepared Local Purchase Orders, contracts and supporting documents for approval by the appropriate stakeholder
* Assessed and evaluated suppliers/ items in line with district procurement policies and procedures like using PPDA
* Contributed to negotiations with new suppliers on terms and conditions of LPO’s, alongside a senior officer and obtained value for money
* Reviewed Request for Quotations and Purchase orders for accuracy and correct details prior to transmission to suppliers for effectiveness and efficiency
* I identified and assessed wasteful practices that impact on the procurement process and District resources and make appropriate recommendations to management.
* I developed, maintained and implemented a system for the acquisition, utilization, safeguarding and accounting for the organization’s physical assets
* Eliminated stock outs by employing a tool that captures stock usage, stock holding, stock in the pipeline and duration.

**EDUCATION AND QUALIFICATIONS**

**Chartered Institute of Logistics and Transport UK-CILT**

* International Diploma CILT, On going

**Uganda Management Institute**

* Post Graduate Diploma in Logistics & Transport Management, 2020

**Kyambogo University, Kampala**

* Bachelor of Procurement and Logistics Management, 2017

**Plus Two High School, Bushenyi**

* Uganda Advanced Certificate of Education (UACE), 2013

**CERTIFICATIONS**

* Procurement and Logistics Certificate

**REFEREES**

1. Mr. Emmanuel Turyamwijuka Programme Policy officer, WFP Kyangwali, Tel: +256774708977Email: emmanuel.turyamwijuka@wfp.org
2. Mr. Albus Tumwekwatse, Procurement Officer, Ibanda District Local Gov’t, Tel: +256779090226, Email: tumwekwatsealbus@gmail.com
3. Mr. Richard Ekeu, Monitoring Assistant, WFP Isingiro Office Email: Richard.ekeu@wfp.org Tel: +256772906168