 **CURRICULUM VITAE**

**PERSONAL DETAILS**

Name :Irene Ndinda Wanza

Date of Birth :18th Dec 1998

Gender : Female

Nationality : Kenyan

Marital Status : Single

Religion : Christian

Mobile :+254 706364431

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 Passport No :CK94117

Height : 5’2ft

 Weight : 50kg

 Languages :English, Kiswahili

Email :irenewanza6000@gmail.com

**CAREER OBJECTIVES**

To secure a promising position that offers both a challenge and opportunity for growth. To work in a company that offers me the opportunity for career advancement and professional growth towards achieving organizational goals.

**EDUCATION BACKGROUND**

## 2019 - 2022 Masai Technical Training institute

 **Diploma in supply Chain Management**

## 2019 Digital Controls School Of Computer And Business

 **Certificate In Computer packages**

## 2015-2018 Mbooni A. i .C Girls Sec School

 **Kenya Certificate of Secondary Education**

**2006-2014** Masaani Primary School

 **Kenya Certificate of Primary Education**

**WORKING EXPERIENCE**

**2023-Up to date Anamak agencies limited**

 **Position: Procurement Assistant**

 **Duties & Responsibility**

* **Receive orders and documents arrivals.**
* **Determine the lowest cost for a product or materials.**
* **Record order.**
* **Source and interview vendors**
* **Organize and schedule procurement in a timely manner**

**2022-2023 Softcare Kenya Diaper Company Limited**

 **Position: Issuing /Dispatch Officer**

**Duties & Responsibilities**

* **Ensure operations vehicles stock levels are monitored.**
* **Scheduled and complete warehouse audits as requested for inventory.**
* **Training the loaders on the company loading procedures.**
* **Confirming the quantity and codes of product before loading.**
* **Preparing and printing delivery note .**
* **Signing gate pass to loaded vehicles.**

**2022 Keda Kenya Ceramics Company Limited**

 **Position: Warehouse clerk**

**Duties & Responsibilities**

* **Pick and pack customer orders.**
* **Load and wrap skids for shipping.**
* **Label items around the warehouse.**
* **Inventory control of the warehouse.**
* **Keep the warehouse clean.**

**2020-2021 National Hospital Insurance Fund**

 **Position: Internship in Procurement**

 **Duties & Responsibilities**

* **Registration of client.**
* **Capturing of data.**
* **Physical receiving and verification of claims from claims department.**
* **Evaluating suppliers.**
* **Processing and printing of payment vouchers.**
* **Purchasing goods and services**
* **Maintaining accurate records.**

**2019-2020 Zedmart Company Limited**

 **Position : Procurement and Supplies Clerk**

 **Duties &Responsibilities**

* **Transcribe records and file document.**
* **Maintain files, database system and inventories.**
* **Receiving and processing income and dispatching materials.**
* **Photocopying and filling tender documents quotations and bills of quantities (BQS) as instructed.**
* **Issuing invoices and delivery notes to client.**
* **Sort and forward mail and coordinate activities and disseminate information to office staff.**

**HOBBIES**

* Traveling
* Swimming
* Reading
* Hiking

**REFEREES**

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