
PHILEMON AMUKU EMOYO

BID SPECIALIST

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Date of Birth

Nationality

County

Marital Status

Religion

Language proficiency

18th May, 1994

Kenyan

Busia

Single

Christian

English/Kiswahili



Personal Profile

I am a knowledgeable and highly experienced Professional with demonstrated expertise in General Supplies, Construction, Procurement (Bidding and tendering, customer care, Management, admin roles within the hospitality and Business industry. My experience also includes handling telephone calls, working with MS word, Excel, working under pressure and delivering assignments within set deadlines.

Involved as trainee/Independent tender consultant as per the companies below.

- 1) Tursec Security Group Ltd
- 2) Motion Industrials
- 3) Lanmax Solutions Ltd
- 4) Neptune Solutions Ltd
- 5) Dana Clean Care ltd
- 6) Lidav Enterprise Ltd
- 7) Service Hub Ltd
- 8) In-house Solutions Ltd
- 9) Prime Telecom Ltd

Career Goal

- To be a contributing and valuable member of a talented team or professionals within a dynamic and fast-growing company, with a desire to:
- Maximize and expand my Procurement (Bidding and Tendering), Customer care, Administration and Management skills.
- Be continually challenged and stretched.
- Be a valued contributor to the long-term success of any organization's day to day business.

Career Goal

- Integrity & Ethics
- Leadership
- Teamwork
- Training
- Recognition
- Communication
- Continuous Improvement
- Acceptance of new challenges

Skills and Experience

Core Competences

- | | |
|---------------------------------|---|
| • Bidding | • Cost/pricing analysis |
| • Knowledge in General Supplies | • Filling of procurement documents |
| • Data Entry & Filing | • Updating supplier database & Material category price list |
| • Relationship Management | • Ordering process, purchasing and stock control. |
| • Operations Management | • Business Development |
| • Sourcing and outsourcing | • Secretarial Duties |
| • Tendering | • Microsoft Office Suite |
| • Preparation of RFQ & RFP | • EXCEL |
| • Equipment Handling | • SAP |
| • Safety & Health | |
| • V-Lookup | |

Personal Attributes

- Thrives in a changing and challenging role as well as combined focus on achieving goals with thoughtful analysis and judgment. Results driven; champion at delivering to deadlines. Focused; yet flexible at accommodating unforeseen changes. Well-suited for environments where clarity of thinking and fluency of communication are critical.
- Well organized, efficient, and detail oriented. Effective in planning, organizing, and executing multiple assignments simultaneously and taking a proactive role in anticipating and implementing the needs of the organization.
- An outstanding contributor whether working independently or in team settings. Ability to deal tactfully and effectively with people. Independently resolves administrative issues quickly and professionally
- Strong communication skills in projecting a strong positive image. Adept at communicating with management, clientele and internal departments to coordinate overall sales efforts.
- Consistently exceeds objectives with accomplishments in developing and executing a variety of creative and operational projects, managing data, and learning new technology.

Academic Background

Period	Institution	Grade
2016-2018	• Ztech University	• Diploma in Supply Chain Management
2010-2014	• FD. Okodoi Secondary school	• K.C.S.E
2002-2009	• Akites Primary School	• K.C.P.E

Professional Qualification

- Training Course for Counseling: University of Nairobi, 2016-2018
- Customer Service Training for managers and team leader: Customer service consulting co.2019
- Computer Applications: P.C.E.A Nkoroi Computer College :2015
- Housekeeping and Accommodation studies: single subject Diploma 2017
- Financial Management Skills: Step Ahead Consulting Ltd 2018

Other Courses Attended

- Health and safety training.
- Finance for non-finance Managers
- Training of trainers.
- Customer Service
- Supervisory Skills
- Managing and leading People

Working Experience

Organization: MFI DOCUMENT/TECHNOLOGY SOLUTIONS LTD.
Date; 8/3/2023 to date
Position: Tender Manager East Africa contries

Duties & Responsibilities

- Review of information about Tender demands and deviation of supply and proposal preparation.
- Clarification of bid conditions and management of the tender preparation
- Monitoring of the bid management in order to ensure it is aligned with the organization's requirements.
- Coordination of tender reviews and deadlines and adjust them to the frameworks given by the customer.
- Prepare Proposals-oversees all aspects of proposal preparation, ensuring quality, and compelling bid are submitted in timely manner.
- Manage internal bid teams and inputs from a variety of stakeholders, typically involving contributions form sales, marketing, product teams, finance, commercial, legal and delivery
- Preparing and reviewing commercial aspects of the bid, ensuring all services are included in the final bid to the customer.
- Contributing to the written proposal-both in terms of content and presentation (such as preparation of a management summary)
- Ensure timely delivery of compliant and commercially sound bids
- Understand and resolve complex technical, strategic and business issues
- Arrange all post bid review typically involving sales, marketing, products items, finance customers after post contracts award
- Monitor the tender submission process of formatting, completeness, consistency, and compliance i.e. including scanning, initializing and serialization.
- Assist in the management of data related to the tendering process, manage database-tasks with coordinating incoming bid requests and proposal response
- Coach sales staff-acts as a coach for leading sales staff such as account managers and sales executives
- Maintaining company database of new and forecasted opportunities and stage of activity underway with proposals
- Coordinating the bidding process and preparing bid templates
- General clerical assistance and performs other duties as assigned
- Checking to see that you have completed all work allocated for the day
- Advising your line manager of tender activities that could not be fulfilled
- Remaining friendly and helpful as you conduct your duties
- Daily/Weekly Reports to line Manager

Organization: CAREER DIRECTIONS LTD.
Date: 4/3/2021 – 9/9/2022
Position: Bid & Tendering Officer (Uganda and Kenya)

Duties & Responsibilities

- Preparation of Tenders for submission/managing Bids in response to the request for proposal/designing successful strategy for winning a bid
- Undertaking bidding process/ conducting Field Surveys/Researching current and future market trends
- Negotiating with suppliers /or subcontractors/Managing budgets/tracking costs
- Working with key members of the project team and the client organization to obtain the information required to compile the bid
- Identifying opportunities on which to submit bids & feeding into the decision over whether to bid for the work
- Review procurement requests and initiate procurement procedures for office and projects equipment, supplies and services.
- Prepare Request for Quotations (RFQ), Invitation to Bids (ITBs) or Request for Proposals (RFPs) documents, receipt of quotations, bids or proposals. Preparation of reports on the organization procurement activities
- Training of Vendor Management, Commodity/Product/Service Intelligence, Systems & Reporting, Tendering and Contracting and Ethics and Compliance etc.)

Organization: SHINE MASTERS LTD
Date: 8/7/2019 – 11/12/2020
Position: Bids and Operations Manager

Duties & Responsibilities

- Managing Bids in response to the request for proposal
- Track and analyze data to provide recommendations for process improvement
- Undertaking bidding and ordering Suppliers
- Safeguard and manage procurement records and filling
- Negotiating with specialist suppliers /or subcontractors
- Monitoring inventory for procured assets and boarded stores due for disposal and preparation of reports/monitor stock levels and advice on when re-order levels
- Ensure that the store is kept organized and scheduling deliveries
- Working with key members of the project team and the client organization to obtain the information required to compile the bid
- Researching current and future market trends
- Review procurement requests and initiate procurement procedures for office and projects equipment, supplies and services.
- Prepare Request for Quotations (RFQ), Invitation to Bids (ITBs) or Request for Proposals (RFPs) documents, receipt of quotations, bids or proposals. Preparation of reports on the organization procurement activities

Organization: HARVEST FACILITY MANAGEMENT LTD.
Date: 01/01/2017 – 02/03/2019
Position: Sales Executive

Duties & Responsibilities

- Updating supplier database & Material category price list
- Creating Payment requests files and submit to finance
- Proper filing of all procurement documents
- Follow-up internally between SC department and Finance department on procurement- related transactions.
- Following the guidance of the procurement staff, to ensure that all fields' goods, to be dispatched along with all the needed documentation (Waybills...).
- Sending request for feedback regarding suppliers' performance & update supplier files accordingly
- Participate in MSA / MPA procedure where staff is needed.
- Send Request for quotation for Market Survey, Proposals or Procurement of desired Goods and Services/Preparing Payment requests for Goods or services.
- Ensuring that all Supplies, services, and equipment's required are delivered in time.
- Establishment and maintenance of ethical, professional working relationships with suppliers

Organization: RESOLUTION INSURANCE
Date: 2015 Aug - 2016 January
Position: Business consultant

Duties & Responsibilities

- Updating supplier database & Material category price list
- Creating Payment requests files and submit to finance
- Proper filing of all procurement documents
- Follow-up internally between SC department and Finance department on procurement- related transactions.
- Following the guidance of the procurement staff, to ensure that all fields' goods, to be dispatched along with all the needed documentation (Waybills...).
- Sending request for feedback regarding suppliers' performance & update supplier files accordingly

Organization: BOLLORE LOGISTICS
Date: 2014 Dec-2015 June
Position: Clearing & Forwarding Assistant

Duties & Responsibilities

- Prepare documentation on behalf of the importer and submit them to Customs & border Control.
- Handling of Tariffs, Imports/Exports
- Supervision of products before dispatch.
- Act as a link between importer and Customs & border Control

Hobbies and Interests

- Team building and leadership mentoring activities
- Reading inspirational articles and books.
- Participation in communal and voluntary community-based activities.

Referees

Rodgers Wafula Legal
Officer/HR Career
Directionstd Tel: 07109136

Jane Ruto
Group CEO
Shine Masters Limited
Tel: 0722243159

Isaac Karani
HR/Finance
Harvest Cleaning Services
Tel: +254 707 620987

Julius Omendo
HR-MFI Group
Tel: +254 705 183 849