

CURRICULUM VITAE

1. PERSONAL DETAIL

Name:	Mwangi Patrick Gikeri
Nationality:	Kenyan
Language proficiency:	English, Kiswahili, Mother tongue
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CAREER PROFILE

As a reliable procurement professional with a track record of upholding credibility and honesty in the procurement process and handling administrative roles effectively, I am keen on growing in my career as I pursue ventures that will see me achieve my career potential. Aside from this, I am also good in customer relations having successfully interacted with clients and met their expectations. My competences lie in procurement, supply planning and management, customer relations, administration and office management. Demonstrated ability to significantly reduce procurement costs by standardizing processes, negotiating favourable terms and streamlining supplier channels. I have a proven ability to ensure that a company enjoys a competitive edge when compared to their competitors by securing the best quality, price and terms from suppliers. I am seeking a position where my skills and experience will be utilized in ensuring the smooth running of office operations

2. PROFESIONAL QUALIFICATION

HIGHER EDUCATION

- B. Com (Procurement and Supply Chain Management) – Kenyatta University 2013-2018:
- Certificate in Leadership and Mentorship -Kenyatta University 2016-2017:

ACADEMIC EDUCATION

- Kiurani H. School, Kenya Certificate of Secondary School 2009-2012:

CERTIFICATE FROM SHORT COURSES

- The Critical Role of Procurement in Achievement of Kenya Vision 2030, (KISM)
- Corporate and Entrepreneurial Literacy, (ACCA)
- Beyond the Scenes of Career, (ACCA)
- Basic Computer training course

KEY SKILLS AND COMPETENCIES ACQUIRED

- **Relationship Management:** Highly skilled in building relevant and workable relations with colleagues, supervisors and other key stakeholders.
- **Communication skills:** Excellent communication skills with experience relating with staff and taking time to listen to staff identifying their needs.
- **Purchase Orders:** Saved the company significant expenses in transaction processing by introducing blanket purchase orders and an automated purchase order system; Solicited and negotiated competitive pricing from vendors and make recommendations for issuance of purchase orders.
- **Procurement Policies:** Developed and implemented agency procurement policies and procedures; oversaw the maintenance of purchasing records and reports.
- **Purchase Requisition:** Assessed the practicality and affordability of all Purchase Requisitions and make supplier recommendations; Reviewed purchase requisitions in accordance with organizational requirements and budgetary constraints.
- **Office Supplies:** Created and negotiated standards with vendors for office equipment and office supplies.
- **Contract Management:** Implemented contract management system software converting the manual system to an electronic system.
- **Logistics:** Develop reports on material and personnel movements and various operational logistics problems; Design and develop standard operation methods to manage logistics operations efficiently.
- **Cost Reduction:** Increased customer satisfaction index while implementing cost reduction/containment measures and maintained results.
- **Strategic Sourcing:** Worked on high-level procurement and strategic sourcing projects stemming from changes in corporate business process decisions.
- **Contract Negotiations:** Carry out contract negotiations and contract review to ensure consistency in supplier engagement rules; Plan strategies for, and conduct, all contract negotiations.

STRENGTHS AND ABILITIES

- Passion for service excellence and maintaining a good professional image.
- High level of motivation, integrity, commitment and professional responsibility.
- ERP, and MIS Specialist.
- Tendering
- Negotiation skills

3. EMPLOYMENT AND WORK EXPERIENCE

Surestep Systems and solutions Limited (January 2022-Present)

Procurement/ Tender Officer

Duties and responsibilities

- Timely and duly prepare procurement plans for the office and monitoring of they implementation.
- Prepare tender documents such as RFQ, ITB or RFP and other instruments related to market research or market survey such as RFI and EOI.
- Preparation of Pro-forma invoice and contract documents prior to submission for signature to the relevant Procurement Authority
- Receipt of bid documents, review of the same, contracts and/or purchase orders as well as results of evaluation of bids/proposals and other formal/public documents.
- Prepare weekly requisition status reports providing the most updated information about the status of each requisition;
- Perform such other duties and responsibilities germane or analogous to the functions of a Procurement Officer.
- Provide guidance to Procurement personnel and Project personnel on matters relating to procurement manual
- Represent Procurement department in meetings and such other discussions where procurement matters are relevant.
- Monitor the progress of shipments and coordinate the delivery of the same at the client's delivery places
- Contributes in management of procurement contracts.
- Implementation of the internal control system which ensures that Purchase orders are duly prepared and dispatched. Timely corrective actions on POs with budget check errors and other problems.
- Development and management of the rosters of suppliers, elaboration of supplier selection and evaluation, quality and performance measurement mechanisms.
- Assists in planning, designing and implementation of appropriate logistics systems including warehousing and in country transport capacity, including establishment of Long-Term Arrangements and frame agreements for e.g., customs clearance, storage, transport and distribution as might be required.
- Raises logistics bottlenecks to supervisor for prioritization.
- For emergencies: Coordinates with logistics cluster, and ensures interest and supplies are given appropriate priority.
- Identify, register and follow procurement project risks and escalate them whenever necessary.
- Facilitate and follow-up timely clearance, delivery and handover of goods and consignments

Interscope International Limited T/A Onyx lounge (September 2018-March 2021)

Stock Controller /Procurement Officer

Duties and responsibilities

- Stock control and
- Compiling and sending daily stock reports
- Dairy physical stock taking
- Receiving and issuing of goods
- Negotiating with supplies for favourable prices and finding reliable ones
- Execute procurement tasks for all procuring equipment and services
- Maintain records of all transactions, ensuring that an efficient filing system for records of all quotations, procurement process, copies of records of expenditure, receiving reports, receipts, local order forms, etc. are kept accountable and easily accessible by managers.
- Coordinate and monitor the delivery of ordered goods/services and ensure through established procedures that all received goods/services are in accordance with the terms and specifications of the PO/SA.
- Responsible for asset disposal management as appropriate.
- Oversee payment preparation and documentation and liaise closely with the finance team concerning payment of purchased and delivered goods and services.
- Assist with processing and maintenance of encumbrances.
- Provide high quality document formatting and production assistance.

FOXXIES LOUNGE (November 2017 – June 2018)

Procurement officer

- Source contractors for internal maintenance and emergency repairs and oversee their work.
- Ensure that operational processes and procedures are reviewed, documented and easily available to staff.
- Responsible for planning, coordinating the assignment, utilization, maintenance, repair, Replacement of point of sales and the whole system.
- Provide technical leadership to drive the implementation of procurement and supplies policies and plans aimed at cost effective acquisition of high quality, materials, goods, and services.
- Prepare strategic procurement plans and budget outlining key activities to be undertaken, the projected cost, funding sources as well as expected outcomes
- Develop and implement flexible and responsive procurement and stores management system for monitoring and tracking costs as well as maintaining up-to-date inventory of goods and services.
- Develop detailed tender specifications and performance standards to facilitate procurement of capital equipment, goods and services in strict compliance with the organizations approved policy.

- Develop and implement procurement strategies and policies including preparation and implementation of the country program procurement manual.
- Lead the interpretation and implementation of existing HQ led procurement regulations, procedures and systems
- Provide oversight to sourcing in support of project activities and conduct training on procurement, sourcing, contracting responsibilities, ethics, and general guidelines on procurement management.
- Examine and re-evaluate existing contracts in line with performance expectations and service level agreements.
- Perform risk analysis regarding supply contracts and agreements.
- Ensures project procurements are conducted within the stipulated timelines (timely project procurements)
- Ensure timely and efficient implementation of procurement strategy and ensure that performance targets are set and achieved.

Wupkenya limited company (May – July 2016)

Finance Officer

Duties and responsibilities

- monitoring loan and other duties as assigned

4. REFEREES

1. George Kimeu
Procurement Manager
Greencom limited
Tel:0704655919
Email: georgekimeu@gmail.com
2. Virginia Vaati
Procurement Manager
Foxxies Lounge
Tel: 0723876163
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3. Niomi Kamuri
Supervisory Manager
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