

PATRICK GIKERI MWANGI

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Dear Recruiting Manager,

I have more than 5 years of experience working in procurement and operations with private company's and Saccos.

As a **Bachelor of commerce holder majoring in Procurement and Supply Chain Management**. I have gained experience working for more than five markets across Nairobi and it evenom analyzing sourcing opportunities and driving strategic, vendor negotiations to achieve business goals, I am confident that I will significantly contribute to the objectives of your organization as your next Procurement Specialist.

My career accomplishments demonstrate expertise in needs analysis, vendor and supplier relations, contract negotiation, cost reduction, tendering process of Enterprise Resource Planning among others and team leadership to facilitate improved financial performance and profitability. With experience in both domestic and international procurement, my additional skills in effective communication, problem solving, and relationship management allow me to excel in driving successful procurement executions and ensuring achievement of corporate objectives.

Here are some of the companies I have worked for **Wup Kenya Ltd, NEWSCAFES HOTELS** with five branches in Nairobi, **Foxxies lounge, Interscope International** Trading as Onyx Lounge, **Currently Procurement Officer** Surestep Systems And Solutions LTD.

Consider the following highlights of my qualifications:

- Led all facets of procurement responsibilities, including RFP, EOI and bid process management, contract administration, budget oversight, and report analysis.
- Developed and rolled out new corporate procurement policies and standard methodology; implemented controls to centralize purchasing, improving productivity.
- Skillfully negotiated and managed Service Levels Agreements between suppliers and rental operations.
- Proficiency in various technical programs including SAP, and ERP systems.
- Preparation and Evaluation of Tender documents.

With my proven track record of managing strategic global sourcing and procurement, along with my demonstrated analytical expertise and my superior relationship building skills, I am positioned to exceed your expectations for this role and substantially benefit your organization. I look forward to discussing the position in further detail.

Thanks in advance,

Patrick.