

# RAYMOND CHERUIYOT KORIR

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## PROCUREMENT OPERATIONS~ SUPPLY CHAIN MANAGEMENT

5+ proven career track in optimizing productivity, efficiency and service quality across various supply chain processes and initiatives

**Productive and detail-oriented procurement and supply chain management professional**, offering over 5 years with expertise in end-to-end supply chain and procurement management, varied experience in refining operational procedures, enhancing service-level performance, and driving cost containment.

Recognized for managing the whole purchasing process, maintaining relationships, and improving retention rate and delivery time. Demonstrated expertise in procedure implementation, continuous improvement, and change management to positively impact organization goals. An excellent work ethic, a professional manner, and able to work achieve all tasks on time to a high standard.

### Visionary and Strategic Management Bandwidth

► **Industry Acumen:** Applies a structured approach to capturing perspective of the supply chain functions inclusive of, business capabilities, business and technology processes, while providing hands-on leadership, direction, and contributions to the growth of intellectual capital.

► **Procurement and Supply Chain Management:** Recognized for managing the whole purchasing process, maintaining relationships, and improving retention rate and delivery time. Fosters innovative problem-solving strategies and upholds principles of continuous quality improvement for seamless operations development.

► **Stakeholder engagement strategist:** A firm believer in a collaborative approach with stakeholders and suppliers as the best approach to finding solutions that benefit all parties. Exceptional vendor relationship skills and belief that win-win solutions are always the most effective.

► **Logistics and Distribution Management:** Excels in identifying continuous distribution management and logistics coordination improvement opportunities, and implementing initiatives to reduce loss and maximize profit margin while being economically efficient with overall supply chain expense footprint.

► **Supply Chain Growth & Development.**

Foster collaboration between procurement, finance, and operations teams to drive cost efficiency and operational success for the company.

► **Compliance and Risk Management.**

Embraced Policies and Compliance Mechanism amongst suppliers.

Ensure that all procurement activities comply with local and international procurement laws, ethical sourcing standards, and company policies while mitigating risks and regulations.

► **Imports and Export Management**

Manage international procurement and coordinate the timely delivery of goods while ensuring compliance while tracking status of shipment of goods and keeping records.

### AREAS OF EXPERTISE

- Policy Formulation & Influencing
- Order Systems
- Category Strategy and Plan
- Supply Chain Tracking
- Supplier Relationship Management
- Contract Negotiation
- Logistics Planning and Operations
- Cost Management Programs/Initiatives
- Procurement Strategy Management
- International Trade Relations
- Process & Controls formulation & Improvement
- Partner Relationship Management
- Loss Prevention Management
- Distribution & Production Planning
- Operational Budgets Development
- Document Examination
- Asset Inventory Management
- Business Transformation Management

### PROFESSIONAL EXPERIENCE

**Assistant Category Buyer** □ Wananchi Group Kenya Ltd & Affiliate Companies Jan 2024 to date.

**Key Achievements:**

- Contribute to the improvement of the Supply Chain Process, Procedures and ways of work to drive efficiency.
- Contract management and supplier reviews; Evaluation of suppliers based on quality, reliability, and compliance with contract terms.
- Percentage reduction in procurement and supply chain costs indirectly and indirectly through strategic sourcing and negotiations
- Percentage of supplier deliveries that meet agreed timelines to ensure operational efficiency.
- Frequency at which inventory is used and replenished to maintain optimal stock levels.
- Percentage of procurement activities compliant with local and international regulations.
- Effectiveness in identifying and reducing risks related to supply chain disruptions and cost fluctuations.
- Successfully completing key projects on time.
- Embraced Policies and Compliance Mechanism amongst suppliers.

- ☒ Negotiating terms and implementing Contracts and contract reviews within the category to support efficiency.
- ☒ Lead end to end sourcing of ICT, Commercial, Corporate and Admin services; to contracting.
- ☒ Managing the end to end sourcing process for a given set of goods in line with specified Specifications, budget, quality, Payment Terms and delivery targets.
- ☒ Championing cost saving measures and mechanisms both directly and Indirectly.
- ☒ Manage international procurement and coordinate the timely delivery of goods to Kenya, Uganda, Malawi, Zambia and Tanzania.
- ☒ Identifying potential suppliers and support in prequalification.
- ☒ Support bidding process running RFQs, Tenders and incorporating Terms of reference.
- ☒ SPOC of Purchase requisitions to Purchase orders in ERP.
- ☒ Inducting the team and maintaining knowledge database of supplier's markets, sub-categories, capabilities, cost analysis key performance indicators within the category.
- ☒ Monitoring Supplier performance, corrective measures and supplier relationship Management.
- ☒ Coordinating and executing business tactics for the development, of products in the category.
- ☒ Maintaining supplier relationships in order to secure good pricing and terms.
- ☒ Contribute to the improvement of Supply Chain Process by developing procurement solutions to enhance effective procurement operational effective.

**Acting Category Technical & Commercial Buyer** ☐ **Wananchi Group Kenya Ltd & Affiliate Companies** ☐  
November 2022 – August 2023

**Key Achievements:**

- Pursued in detail all Purchase orders that were centralized through my end in order to achieve minimal errors/escalations put across by HODs and GCFO /COO.
- Achieved cost reduction processes through negotiating for better offers amongst the suppliers. For example, for every order I could save at most 20-30% of the total offer.
- Made 80% achievement by identifying opportunities and identifying risks to mitigate any escalation through having a steady re-order level and tracking inventory movement.
- Identified key players of certain goods in the market not limited to Manufacturers locally but also Globally.
- Contracted reputable Suppliers for specific Services i.e. Palo Alto, Zimbra and Trend Micro just to mention a few.

**Key Contributions and Results:**

- ☒ Managing the sourcing process for a given set of goods in line with specified Specifications, budget, quality, Payment Terms and delivery targets.
- ☒ Balancing both tactical executions with strategic initiatives necessary to drive cost reduction projects.
- ☒ Ensuring continuous supply of required goods and materials and communicating any supply problems which may pose a risk or impact on business operations
- ☒ Monitoring market trends, competitor strategies and market suppliers, researching and evaluating areas of opportunity and reducing costs where possible.
- ☒ Negotiating contracts, improving prices and terms of business with suppliers and reviewing opportunities to make business savings utilizing negotiation and procurement best practice tools and methods.
- ☒ Assessing and evaluating suppliers (including KYC) and undertaking performance reviews to ensure contract compliance and managing performance improvement activities.

- ☑ Developing and managing budgets and monitoring financial performance, ensuring that the category is operating within agreed financial parameters.
- ☑ Developing a pricing strategy to achieve desired company indices within a set pricing budget.
- ☑ Assisting in developing a product sourcing strategy to ensure availability quality and any regulatory compliance.
- ☑ Strengthening supplier relationships.

## **Supply Chain Assistant Wananchi Group Kenya Ltd & Affiliate Companies ☐ March 2019 to Dec 2023.**

### **Key Achievements:**

- Successfully completing key projects on Time e.g., construction building.
- Keyed SPOC in Purchase Order Auto Creation and reviewed requisitions to purchase orders.
- Spearheaded and embraced the online approval processes not limited to ERP Sage while identifying errors but also Eversign approval system.
- Overseeing key SPOC in supply chain operations across business units include Reporting.
- Meeting SLAs set, result oriented.
- Ability to build and manage relationships and influence various stakeholders.
- Cost-saving Initiatives directly and indirectly.

### **Key Contributions and Results:**

- ☑ Negotiating contracts and agreements with vendors to achieve best pricing and terms.
- ☑ Logistics lead and coordinating with suppliers for delivery timelines and working hand in hand with Freight Forwarder.
- ☑ Careful analyzing and interpreting requisitions to understand specialized terms and requirements.
- ☑ Tracking of purchase orders and following up with vendors to support with timely deliveries.
- ☑ Monitoring assets that are related to IT and others and ensure they are maintained.
- ☑ Ensuring operations adhere to policies and regulations and maintain continuity among corporate, division, and local work teams by documenting and communicating actions
- ☑ Leading supplier review sessions with technical and business staff.
- ☑ Collaborating with various stakeholders to align supply chain processes with the Company goals.
- ☑ Establishing solid relationship with suppliers to streamline procurement operations through consistent follow-ups & communication.
- ☑ Monitoring pricing trends and negotiation to optimize profitability by maximizing cost savings.

## **Stores Clerk ☐ London Distillers: Bounty Limited (Manufacturer) ☐ January 2019 – March 2019**

### **Key Contributions and Results:**

- ☑ Coordinated clerical works for the stores.
- ☑ Prepared accurate and timely logistical evaluation reports, operational reports and supplier evaluation reports.
- ☑ Reported on stores metrics and KPIs to drive improvement of stores and adoption of best practices.
- ☑ Planned and coordinated Supply Chain Management activities in areas such as warehousing, distribution, procurement plans, inventory and stock control.
- ☑ Coordinated the collection, collation and analysis of data from the industry players and made appropriate recommendations.
- ☑ Managed delivery and collection issues emanating from clients and other stakeholders.

## **Procurement Intern ☐ Wananchi Group Limited Kenya Ltd ☐ July 2018 – January 2019**

### **Key Achievements:**

- Recognized for identifying the end-to-end sourcing in marketing and technical items.
- Closely worked with teams on special projects.
- Identified key areas of focus as instructed by the management.

### **Key Contributions:**

- ☑ Optimized presentations by working with planning, visual and marketing teams.
- ☑ Sourced vendors, assisted with negotiations and set up schedules for merchandise deliveries.
- ☑ Reviewed weekly sales reports and worked with vendors to improve product performance.

- ✓ Assisted in evaluating and analyzing offers received from suppliers and service providers.
- ✓ Prepared rosters of suppliers and service providers to elicit quotes and bid information for supplies, inputs and services.
- ✓ Maintained consistent email communication with stores and suppliers to confirm and track orders and verify price revisions on purchase orders.

## **Procurement Attache** ☐ **National Cereals and Produce Board** ☐ **May 2018 – July 2018**

### **Areas of Exposure:**

- ✓ Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
- ✓ Exposed to use of Navision ERP.
- ✓ Used coordination and planning skills to achieve results according to schedule.
- ✓ Delivered services to customer locations within specific time frames.
- ✓ Demonstrated respect, friendliness and willingness to help wherever needed.
- ✓ Improved operations through consistent hard work and dedication.
- ✓ Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.
- ✓ Successfully raised the LPO's while notifying the most competitive supplier to supply the goods at specific lead times.
- ✓ Ensured that the goods received are of the correct quality and as per the user's specifications and storing them at the right position in the store.
- ✓ Received incoming goods and making sure that correct consignment is received and is of correct quality.
- ✓ Observed the timely receiving of goods, while overseeing their inspection.

## **EDUCATION & TRAINING**

- ✓ Bachelor of Procurement and Supply Chain Management | Egerton University | 2018.

## **PROFESSIONAL MEMBERSHIP AND AFFILIATIONS**

- ✓ **Member & Certified Supply Chain Practitioner** | Kenya Institute of Supplies Management (KISM) and Licensed Practitioner.

## **PROFESSIONAL TRAINING AND CERTIFICATION**

- ✓ Participated in stock check | Longhorn Publishers Ltd | April 2018.
- ✓ Certificate in Computer Packages | Achievers School of Professionals | January - March 2017.
- ✓ Certificate of participation in Student leaders training | Egerton University | May 2017.

## **REFERENCES**

- ✓ Rebecca Mulaa | Group Senior Business Analyst | Wananchi Group Kenya Limited | Tel: 0720749291 | Email; [rmulaa@gmail.com](mailto:rmulaa@gmail.com)
- ✓ John Karani | Chairperson: Kenya Institute of Supply Management | Tel: 0722526319 | Email; [jnkarani@gmail.com](mailto:jnkarani@gmail.com)
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