

ALEX KAMAU MBOGO

CURRICULUM VITAE

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CAREER OBJECTIVE

Highly resourceful procurement professional seeking to secure a career opportunity to fully utilize my skills while making a significant contribution to the success of the company.

PERSONAL SKILLS

- Highly organized with the ability to prioritize and multitask.
- Excellent Knowledge of Budget preparation, business plans and cash flow projections.
- Exemplary expertise in :
 - Procurement and Supply Chain Management.
 - Purchasing and Supplies management.
 - Administration.
 - Business Management.
 - Inventory and Supplier Management.
 - Formulation of Functional Internal Controls and Procedures
 - Great familiarity with the Public Procurement Act and Regulations.
 - Good time-management skills, excellent communication skills with the ability to work well individually and collaboratively.
 - Proficiency in using Microsoft Computer Applications and Enterprise resource planning (ERP) Systems.

MEMBERSHIP

Chartered Institute of Purchasing and Supplies No 005811096

EDUCATION

2017 – 2020

Jomo Kenyatta University of Science and Technology
Bachelor of Science in Procurement and Contract Management-
Second Class Upper Division.

2014 – 2016

Nairobi Institute of Business Studies
Diploma in Business Management.

2010 – 2013

Gituru Secondary School
Scored a C- in K.C.S.E.

Computer Proficiency

- Ms – Excel & Ms – Word
- Ms – PowerPoint & Ms – Publisher
- Internet & Email.

Feb2021 –October 2024

Nirav Agencies Limited, Procurement/Tendering Officer

Responsibilities:

- Receiving and opening tenders and quotation documents.
- Sourcing for relevant tenders.
- Coordination and communication of proposal document, delivery, and cost requirements to meet proposal dates while raising, tracking, and documenting issues.
- Application of bid and performance bonds.
- Ensuring the guaranteed technical specification (GTPS) conforms to requirements
- Ensuring all relevant documentation for bid proposals is complete and accurate.
- Sourcing of potential suppliers and quotations.
- Generating Local Purchase orders (LPO)
- Reviewing prices and product specifications from various suppliers to ensure the best value.
- Engaging with suppliers to schedule shipping and delivery times.
- Preparing weekly, quarterly, and annual reports for procurement and status reports.
- Receiving orders and verifying that the correct items and amounts have been delivered.
- Processing of Advance Shipping Notes (ASN) and delivery notes on the SAP system.

Sep 2019 – Dec 2019

Kenya Power and Lighting Company, Procurement Clerk Attaché

Responsibilities:

- Procurement by searching for quotations, preparation of Local Purchase orders (LPO) and local Service Orders (LSO), processing vendor invoices, and ensuring all the accrual records are well maintained.
- Organizing clearance, transportation, receiving, and issuing of materials to various stores.
- Physical inventory verification and cycle count procedures.
- Overview of Warehouse Management Systems (WMS).
- Raising and posting of Goods Receipts (GRNs) and Issue Notes (SINs) in Systems Applications and Products in Data Processing (SAP) system.

- Issuing and receiving of materials using SAP system and meters through the New Customer Service System (InCMS).
- Maintaining and updating a list of qualified suppliers.
- Collaborating with key persons to ensure clarity of the specifications and expectations of the organization.

Sep 2016 – Dec 2016

Ellena Beauty Products Limited, Administrator.

Responsibilities:

- Coordinating office activities and operations to secure efficiency and compliance with company policies.
- Maintaining customer and supplier relationships as well as a customer database.
- Coordination of logistics, Inspection, and management of inventory.
- Preparation of cash flow projections, budgets, and reconciliation with actual
- Monthly budgeting of raw materials, packaging, and warehouse expenses.
- Ensuring records are maintained through filing, retrieval, storage, and updating
- Tracking and reporting key functional metrics to reduce expenses and improve effectiveness.

Achievements

- Contributed to outstanding service by cultivating and strengthening relationships with new and existing suppliers.
- Analyzed internal operations and identified areas of process enhancement by implementing higher performance standards
- Negotiated with vendors for improved pricing and delivery.
- Forecasted product needs of sales, marketing and engineering.
- Arranged contracts for maintenance and supplies.

REFEREES

Eunice Wanjiku Kigera
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Kenya Revenue Authority
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