

OPIYO LUCABRASSY GONZALEZ

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Professional Summary

Resourceful, objective driven, resilient and motivated graduate procurement officer adept in executive planning and production and developing exceptional relationships with clients, peers and senior leadership to provide sustainable business solutions, ensure smooth business flow, manage risks and enhance profitability. Dedicated and committed to growing and expanding businesses. Developed analytical and evaluation skills to make the best acquisition and investment decisions. Highly networked with excellent interpersonal skills.

Core Skills and Competencies

- Bid Process Management Skills
- Communication and Interpersonal skills
- Analysis, Planning, Organization and Problem solving skills
- Purchase Forecasting and Inventory Control Skills
- Demand planning
- Public procurement and asset disposal Act dissemination
- Negotiations and Relationship Management Skills
- Advanced Computer proficiency (MS Office Suite applications)

Professional History

Jan 2023 -
To date

Procurement Intern

Kenya Revenue Authority

Key Highlights and Achievements

- Raising of quotations quotation analysis opening of quotations and evaluations
- Implementing approved procurement plans and asset disposal plans
- Supplier registration
- Market survey
- Raising of purchase requisitions
- Drafting of framework agreements for suppliers and updating procurement status reports
- Issuing and receiving of stock and stock taking and inventory reconciliation
- Implementation and enforcement of procurement and stores regulations, policies system and procedures
- Expediting delivery of goods and services and drafting of professional opinions for approval
- Raising of local purchase orders and local service orders through the SAP system
- Raising of service entry sheet and goods received note numbers for processing of payment of inspected goods, works and services
- Taking minutes of departmental meetings and filing of quotations, minutes and contracts

Sep 2021 -
Dec 2021

Sales Consultant

Baobab Development Group

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- Marketed the company's real estate property and convincing clients to invest in holiday homes
 - Acquired 75% new business and established and maintained strong and successful working relationship with colleagues within and in other departments
 - Offered exceptional client service and responded to product inquiries by clients
 - Supported podium speakers during presentations
 - Undertook payment negotiations with clients
 - Acted as the company's brand ambassador

Dec 2020 -
May 2021

Sales Executive

Jubilee Insurance

- Aggressively sourced for life insurance clients
- Educated potential clients on company products
- Oversaw 88% retention of existing clients through excellent customer service
- Updated oneself on the changing consumer needs and researched on current sales trends
- Conducted cold calling and digital marketing of the insurance products on offer

Educational Background

2013 -2022

Bachelor of Commerce (Procurement & Supply Chain Management)

Kenyatta University

2012

Kenya Certificate of Secondary Education (KCSE) Mean Grade A-

Maranda High School

Professional Training

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- Certificate of Proficiency in Microsoft Office Computer Packages at Emmanuel's Computer College, 2013

Significant Awards (Academics and Co-Curricular Activities)

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- 3rd best student in Mathematics KCPE- Kisumu Municipality, 2008
 - 3rd best student in Social Studies KCPE- Kisumu Municipality, 2008
 - Winners Certificate- Kenya University Sports Association (KUSA) Nairobi Hockey Games
 - Runners up Certificate- Kenya University Sports Association (KUSA) National Hockey Games
 - Winners Certificate- Kenya National League Hockey Championship
 - Certificate- East Africa Inter-University Hockey Games,2014
 - Winners Certificate- Kenya University Sports Association (KUSA) Nairobi Hockey Games Winners
 - Certificate- Kenya University Sports Association (KUSA) National Hockey Games,2015
 - Winners Certificate- Kenya University Sports Association (KUSA) Nairobi Hockey Games
 - Runners up Certificate- Kenya University Sports Association (KUSA) National Hockey Games

References

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Supervisor

Kenya Revenue Authority

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