

CURRICULUM VITAE

SHITAKHA ISIAHO JOSEPH.

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Personal profile

I am a skilled and flexible warehouse operative with over ten years' experience working in large scale operations with fast moving targets and deadlines' enjoy working in high pressure environments, collaborating closely with colleagues to meet goals-although I am also comfortable working alone under minimal supervision. Past line managers have commended me for my attention to detail and spatial awareness. Have made suggestions on how good could be better stored to save space in multiple occasions.

I am now looking to move up in my career, take on more responsibility and learn new skills in a new environment.

Core Skills

1. Experience in using ERP software (ABNO system)
2. Good communication and negotiation
3. Team leader with ability to coordinate tasks and meet deadlines
4. Leadership and supervisory skills.

Bio Data

Nationality: Kenyan

Religion: Protestant

Marital Status: English & Swahili

Education Background

1994: Malava Boys High School

C+ (Pus) in Kenya Certificate of Secondary Education (KCSE)

Professional Studies

2017 to date: Undergraduate, Bcom, Masinde Muliro University of Science and Technology

1998 : Chartered Institute of Purchasing and Supply

1998-2002: Kisumu Industrial Training Center.

Fitter- Mechanical Engineering

1997. Chartered Institute of Purchasing and Supply

1997 Kenya Accountant Technician Certificate (KATC)

Computer Literacy

Proficient in Microsoft Office Accessories,

- Word
- Excel
- Access
- Outlook
- Internet
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Registered Professional bodies

1. Kenya Institute of Supplies Management
2. Chartered Institute of Purchasing and Supply

Employment History

2017 June to date: Supplies Chain Management Assistant/Storekeeper II
Kibabii University.

Responsibilities:

- Preparation of procurement plan
 - Sourcing of quotations from registered suppliers
 - Evaluation of quotation and tenders
 - Maintenance and updating of list of registered suppliers
 - Raising of Local Procurement Orders/LPOs
 - Follow up for timely delivery of goods
 - Receiving and inspection of goods/services as per the LPO
 - Issuance of goods to user depts.
 - Drafting memo for procurement committees minutes
 - Stocktaking
 - Maintenance of contract registers and file
 - Preparation of management and statutory procurement reports
 - Supervision of interns and attachees
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2013 to Dec2016: Stores Assistant,
University of Nairobi Enterprise & Services-(Arziki-Chiromo)

Responsibilities:

- controlling stores operations right from material receipts to issuing.
- Issuing of materials required through certified issue note and posting to the bin cards properly.
- maintaining and initiating replenishment of stock items by advising procurement section through the preparation of purchase intents and purchase requisitions.
- preparing the standing order schedule items and advising the procurement section on the time to supply.
- Informing the suppliers on the items required at a particular time following the program given by the user.
- Receiving the items from suppliers and posting to the Goods Received Note as required.
- Posting the items received on the bin cards properly
- Receiving the invoices from suppliers, verifying with the delivery notes to ensure they tally and passing for certification by the head of department for payment.
- Keeping strict physical re-order levels to avoid stock outs.
- taking monthly stock take of the stores
- Cleaning and arranging the stock in the stores.
- Keeping neat the store's inventory.

