

# **CURRICULUM VITAE**

NAME: CAROLINE NANJALA NAMUNANE  
ADDRESS: P.O. BOX 1699 – 50200 BUNGOMA  
MOBILE NO.: 0724208294  
DATE OF BIRTH: 11<sup>TH</sup> MAY 1980  
MARITAL STATUS: SINGLE  
NATIONALITY: KENYAN  
RELIGION: CHRISTIAN  
E-MAIL ADDRESS: namunanecarol53@gmail.com

## **CAREER OBJECTIVES**

A career seeking challenging position in a dynamic organization gearing toward development and growth.

## **EDUCATION BACKGROUND**

<b>LEVEL</b>	<b>INSTITUTION</b>	<b>YEAR</b>	<b>GRADE</b>
Secondary	Sipala Secondary School	1996-1997	KCSE (B-)
Primary	Butonge Primary School	1986-1993	KCPE (420 POINTS)

## **PROFESSIONAL BACKGROUND**

<b>INSTITUTION</b>	<b>YEAR</b>	<b>LEVEL OF EDUCATION</b>
Jomo Kenyatta University of Agriculture & Technology	2014 to date	Master's Degree in Procurement and Logistics Mgt classes on-going
Masinde Muliro University of Science & Technology	2011 – 2014	Degree in Business management Supplies Chain Mgt Option
Chartered Institute of Purchasing & Supplies UK (CIPS)	2005 – 2007	Graduate Diploma in Purchasing & Supplies Management (CIPS LEVEL 5)
Insight Institute of Professional Studies	2007	Computer Packages - Ms. Windows - Ms. Word - Ms Access

- Ms Excel
- Ms Power Point
- 

## **WORKING EXPERIENCE**

<b>YEAR</b>	<b>INSTITUTION</b>	<b>DUTIES</b>
2013 Nov to date	Kibabii University	<p><b>Procurement/Supplies Assistant 1</b></p> <ul style="list-style-type: none"> <li>- Preparation of a consolidated procurement and disposal plan for Goods, Works and Services.</li> <li>- Review and development of specifications</li> <li>- Sourcing for quotations</li> <li>- Opening quotations together with users</li> <li>- Participate in various procurement Committee meetings</li> <li>- Filling of documents under my custody</li> <li>- Maintain and update the list of Suppliers</li> <li>- Departments ISO and ICT Champion</li> <li>- Undertake market survey of relevant products/works/services</li> <li>- Preparation of periodic Procurement reports Committees</li> </ul>
2010 – 2013	Kibabii Diploma Teachers College	<p><b>Assistant Supplies Officer/Stores Officer</b></p> <ul style="list-style-type: none"> <li>- Secretary to the Procurement committee and Procurement unit.</li> <li>- Doing minor college purchases</li> <li>- Receiving and issuing of inventory to heads of departments</li> <li>- Keeping up to date inventory records</li> <li>- Stock taking in other departments</li> </ul>
2008 -2009	Sarzamin Africa Limited	<p><b>Stores Clerk /Sales</b></p> <ul style="list-style-type: none"> <li>- Receiving of stock</li> <li>- Keeping stock records</li> <li>- Doing sales</li> </ul>
Sept. 2008	Kenya National Bureau of	<b>Enumerator</b>

Statistics (Nairobi)

- Collecting of household & Demographic Data
- Helping residents in filling census forms
- Compiling data and availing it to the bureau

2007

Holemark Printers and Computer System (Eldoret)

**Procurement/Stores Officer**

- **Procuring** of Office Supplies
- Keeping stock records
- Receiving and issuing of inventory
- Heading the procurement & Supplies Department

**SHORT COURSES ATTENDED**

<b>YEAR</b>	<b>INSTITUTION</b>	<b>COURSE</b>
28 <sup>th</sup> - 30 <sup>th</sup> May 2018	Maier Consulting Limited	Internal Quality Auditors' Training Course Based on ISO 9001:2015 Standard
3 <sup>rd</sup> - 5 <sup>th</sup> October 2017	Maier Consulting Limited	ISO 9001:2015 Quality Management System Process Owners Training Course
4 <sup>th</sup> -5 <sup>th</sup> April 2017	Price Water House Coopers	Job Analysis
14 <sup>th</sup> -17 <sup>th</sup> September 2015	Kibabii University	Quality Management Systems based ISO 9001:2008 training
29 <sup>th</sup> -30 <sup>th</sup> April 2015	Alpex Consulting Africa Ltd	Internal Auditors Training on the Implementation of ISO Standards
8 <sup>TH</sup> -10 <sup>TH</sup> Sept 2014	Alpex Consulting Africa Ltd	Implementers Training on Quality Management Systems.
21 <sup>st</sup> March 2014	Kibabii University College	Staff Induction Workshop
12 <sup>th</sup> – 14 <sup>th</sup> June 2013	Public Procurement Oversight Authority	Upgrade on Public Procurement and Disposal Act and Regulations
28 <sup>th</sup> – 30 <sup>th</sup> April 2011	Kibabii Diploma Teachers College	Performance Contracting
29 <sup>th</sup> – 31 <sup>st</sup> Aug. 2011	Kibabii Diploma Teachers College	Catering, Housekeeping and Stores
23 <sup>rd</sup> – 26 <sup>th</sup> Nov. 2010	Kibabii Diploma Teachers College	Business Skills and Entrepreneurship

## **APPOINTMENTS**

1. Member Kibabii Diploma Teacher Training College Procurement Unit
2. Alternative member Kibabii Diploma Teacher College Tender Committee
3. Secretary Tender opening committee – Kibabii University College
4. Secretary Request for Proposal Evaluation Committee – Kibabii University College
5. Secretary Tender/Pre-qualifications evaluation Committee – Kibabii University College
6. ISO Implementer – Kibabii University college
7. ISO Internal Auditor – Kibabii University College
8. Part time Lecturer –Kibabii University

## **HOBBIES:**

- Playing Volleyball
- Indoor games
- Listening to Music
- Travelling
- Making friends

## **REFEREES**

1. MR DAVID BUTALI  
REGISTRAR  
KIBABII UNIVERSITY  
P.O. BOX 1699  
BUNGOMA  
**PHONE NO: 0724348241**
2. PROF. SHEM AYWA  
DEPUTY PRINCIPAL  
KIBABII UNIVERSITY  
P.O. BOX 1699 -50200  
BUNGOMA  
**PHONE NO: 0721204913**
3. MR JOHN BARASA  
PROCUREMENT OFFICER  
KIBABII DIPLOMA TEACHERS COLLEGE  
P.O. BOX 931  
BUNGOMA – 50200  
**PHONE NO: 0735175357**