

BRIAN RWIGI NYAKOE

Address: 20- 20116 Nakuru, Kenya, Email: qualitywriting@gmail.com

Tel: 0736295856

PERSONAL DATA

Date of Birth: 05-01-1995

Nationality: Kenyan

Languages: English, Kiswahili

PROFILE SUMMARY

A highly skilled and knowledgeable professional in the Accounting and Finance functions with experience in generating purchase orders, sourcing, inventory management and Enterprise Resource Planning (ERP) through the use of SAP management software. I am a team player, I.T savvy; possess good planning skills and a person of high integrity. I desire to work in a competitive organization that would enable me to sharpen my skills in promoting efficiency and effectiveness in the procurement and logistics function.

EDUCATION BACKGROUND

2016: Pursuing a Diploma in Accounting, Chartered Public Accounting (CPA)

2012-2015: Degree in Commerce, Accounting Major

Second Class Honors (Upper Division)

Egerton University

2007-2010: Kenya Certificate of Secondary Education

Mean grade A (Minus)

Utumishi Boys Academy

KEY SKILLS AND COMPETENCIES

- **Procurement** - experience in purchasing procedures from identifying need, requisition, sourcing of suppliers to receipt of goods.
- **Sourcing** - Identification of cost effective suppliers for procurement with an aim of improving quality and reliability
- **Material planning and inventory management**- Skilled in the preparation of material requirement plan as per the production needs as well as tracking and maintaining inventory levels
- **Experience in preparation of request for quotation (RFQ)** as well as follow up of suppliers and raising and preparation of local purchase orders (LPOs)
- **Experience in using SAP management software** - in raising of supplier orders and monitoring inventory levels to ensure efficient delivery to customers.
- **Store management** - Ability to maintain stock in store at optimum level as well as providing goods with efficiency when needed by various departments
- **Logistics** - Skilled in monitoring supply chain operations by coordinating with other departments in ensuring timely clearances and cost effective transport solutions.

- **Proficient in Microsoft office** – ability to record data, calculate and forecast future events and also to present reports on various functions

WORK EXPERIENCE:

January - April 2014

Procurement Intern at National Housing Corporation (NHC) Kenya

Duties undertaken

- *Receiving and purchasing of office stationery and equipments from external suppliers*
- *The process of tender opening for suppliers to enable selection of suitable suppliers*
- *Preparing LPOs for various goods needed in the organization*
- *Writing of requests for quotations to potential suppliers*
- *Issuing requests for quotations to the prequalified suppliers*
- *Preparing supplier database*

March 2013

Polling Clerk for IEBC

Specific responsibilities

- *Ensure a smooth voting operation*
- *Ensure the process is conducted in an efficient and effective manner*
- *Count and tally the votes cast*

REFEREES:

Mr. Mark Muturi

Procurement Buyer
National Housing Corporation
P.O Box 30257 – 00100
Nairobi, Kenya
Phone number: +254722923451
Mark.N.Muturi@eabl.com

Mr. Wilberforce Wamba

Lecturer - Egerton P.O
Box 62000 Nakuru
Phone number: +254722923610
wwamba@gmail.com

Mr. James Obure

Procurement Officer - National Housing Corporation
P.O. Box 30257 – 00100
Nairobi, Kenya
Phone number: +254722354763
jimmieobure@gmail.com