

CHARITY RWAMBA NYAGA

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NATIONALITY: Kenyan

MARITAL STATUS: Married

LANGUAGES: English, Kiswahili

Career Objective: To contribute to the achievement of company goals by applying my diligence, integrity, professional skills and energy to any single task I engaged in the best way possible. That way i will acquire experience and be able to realize my full potential as a purchasing and supplies professional.

PROFESSIONAL/EDUCATIONAL BACKGROUND

YEAR	ACHIEVEMENTS
2013	Bachelor of Business Administration, Purchasing and supplies Option
2006- 2008	Diploma in Purchasing and Supplies Management
Sep óDec 2005	Advanced Certificate in Business Management
April-Aug2005	Certificate in Business Management
Jan óMar 2005	Bridging course
2000-2003	Kenya Certificate of Secondary Education.
1990-1999	Kenya Certificate of Primary Education.

WORKING EXPERIENCE

June 2008- Present:	UNIVERSITY OF NAIROBI- Procurement Clerk <ul style="list-style-type: none">▪ Reporting to the Deputy Procurement Manager,SWA▪ Member of SWA Procurement Committee as secretariat▪ Preparing Procurement Plan and budget for procurement Department.▪ Preparing Agendas and Minutes for the Procurement Committee Meetings.
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- Participate in Disposal of Unserviceable, Obsolete and surplus goods and services for various units.
- Preparing and getting request for Quotation.
- Opening and analyzing Quotations.
- Analyzing Quotations for foodstuffs.
- Coordinating, training and supervising student on attachment.
- Carrying on market survey, research and compiling period reports.
- Ensuring proper filing system.
- Any other duty assigned by Deputy Procurement Manager.

INTERNSHIP

March 2008- May 2008:

UNIVERSITY OF NAIROBI – Central Stores and Procurement Office

- Selling of tender documents to bidders.
- Participating in the tender opening Committee.
- Compiling report on customer care response.
- Participating in the technical evaluation reports.
- Preparing invoice for different user departments.
- Preparing requisition forms and Authority to Incur Expense (A.I.E).
- Filling in the store ledger card.

SEMINARS ATTENDED

2008 Training of Inspection and Acceptance Committee members (U.O.N), 14th November, 2008- 1 Day.

2008 Training on Application of Public Procurement Rules, Regulations and challenges (U.O.N) 19th August 2008-1 day

2011 Training on Technical Evaluation (U.O.N), 27th January 2011-1 Day

2011 Training on Inspection and Acceptance and disposal, (U.O.N) 9th February 2011-1 Day

2012 Training on customer care (UON) June 2012 ó 1 Day

INTERESTS:

- Socializing and making new friends
- Travelling