

PERSONAL INFORMATION

Daniel Miko Obill



 29053 – 00625, Kangemi, Nairobi – Kenya

 +254 726114929/+254 732412636

 Obilldaniel12@gmail.com
kobil@uonbi.ac.ke

Sex Male | Date of birth 15th March 1992 | Nationality Kenyan

Cleaner (Chairman’s office) in the Department of Animal Production, University of Nairobi , currently doing Masters Degree (MBA) and a holder of Bachelor of Commerce. Option Procurement and Supply Chain Management.

PERSONAL STATEMENT

My career goal is to do and accomplish my Masters degree (MBA) and embark on, administrative and research work at University. I like multi-skilling and I adapt quickly to a new system. I would like to candidly contribute to the success of administration , procurement and supply chain management, Am of a Tribe of Minority BASUBA in Kenya. Am married

WORK EXPERIENCE

2012 – 2020

University of Nairobi, cleaner
Duties and activities

- Office management and departmental procedures organisation
 - Book keeping and invoice issuing
 - Monitoring office supplies stocks and reporting when there are shortages
 - Making arrangements of venues for conferences and events, meetings for departments and others.
 - Connecting LCD/projector for lecturer in their teaching venues
 - Coding furniture and equipment in office and laboratory and recording in inventory book
 - Handling over the deliveries and invoice back to procurement office for suppliers payment
 - Delivering memos and letters to various departments
 - Office management assistant, and managing procurements issues for department and others.
- 2019 November :Kenya National Examination Invigilator Kabette National Polytechnic
- 2018 ▪ 2019 Census: Content supervisor
- Nairobi County
- 2017 ▪ Attachment , Department of Supply Chain Management
- 2013 ▪ Independent Electoral and Boundaries Commission
- 2010 – 2011 ▪ Presiding officer
- Nairobi International Trade Fair(Participation Certificate)
- University of Nairobi
- Office messenger / cleaner, Department of Animal Production
- Duties
 - Passing and collecting paper documentation between offices and departments
 - Filing, copying and printing of office documents
 - Receiving and delivering supplies for department
 - Performing other related duties as assigned by maintenance foreman

EDUCATION AND TRAINING

2011 - 2016 Bachelor of Commerce in Procurement and Supply Chain Management, University of Nairobi, Kenya (Second class Lower Division)

Replace with EQF (or other) level if relevant

- Principal subjects

- **FIRST YEAR**
- Communication skills
- HIV/AIDS
- Foundations of accounting I
- Foundations of accounting II
- Introduction to business
- Principles of management
- Introduction to micro-economics
- Introduction to macro-economics
- Fundamentals of Information systems
- Quantitative methods for business
- Principles of operations management
- **SECOND YEAR**
- Accounting for assets
- Accounting for Equities
- Introduction to management accounting
- Principles of management accounting
- Micro-economic theory
- Macro-economic theory
- Organisational theory
- Introduction to finance
- Management of human resources
- Risk management and insurance
- Principles of marketing
- Business statistics 1
- Fundamentals of supply chain management
- **THIRD YEAR**
- Organisational behaviour
- Business law
- Business values and ethics
- Public finance
- Introduction to public relations
- E-Business
- Operations research for management I
- Operations management practice
- Supply chain management
- Inventory management
- Procurement management
- Logistics and transportation management
- **FOURTH YEAR**
- Strategic management
- Entrepreneurship
- Occupational health and safety
- Supply channels management
- Business research methods
- Project management
- Quality management
- Contemporary issues in supply chain management
- Management research paper
- Negotiation in procurement and supply
-

EDUCATION AND TRAINING

2005 - 2009

Kanga Onditi Secondary School,
Kenya Certificate of Secondary Education (KCSE (B))

Replace with EQF
(or other) level if
relevant

Principal subjects

- Replace with a list of principal subjects covered or skills acquired
- English
- Kiswahili
- Mathematics
- Physics
- Chemistry
- Business
- Geography

EDUCATION AND TRAINING

1997 - 2004

Piny Owacho Primary School,
Kenya certificate of Primary Education (KCPE)

Replace with EQF
(or other) level if
relevant

Principal subjects

- Replace with a list of principal subjects covered or skills acquired
- English
- Kiswahili
- Mathematics
- Science
- Geography, History and Civics and Religious Education

PERSONAL SKILLS

Language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1/C2	C1/C2	C1/C2	C1/C2	C1/C2
Kiswahili	B1/B2	B1/B2	B1/B2	B1/B2	B1/B2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user

Communication skills

Good communication skills gained through my experience as a student and as a worker at the University of Nairobi

Organisational / managerial skills

- Chairman Microbill youth group

- Job-related skills**
- Global Alliance for Improved Resources Utilisation (Baseline Survey on Effective Resource Utilisation) – Facilitator and recorder
Isiolo, Marsabit and Turkana
Under USAID
 - Data preparation, management, analyses and reporting
International Livestock Research Institute (ILRI)
 - Facilitation, presentation and dissemination of programme reports
International Livestock Research Institute (ILRI)

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
B1/B2	B1/B2	B1/B2	B1/B2	B1/B2

Levels: Basic user - Independent user - Proficient user

Certificate in computer packages

- Good command of office suite : word processor, spread sheet, excel, Microsoft office power point

Other skills Driver

Driving licence ABC

ADDITIONAL INFORMATION

- Conferences** AIBUMA 2016 International Conference held at the University ON 28th – 29th July, 2016
- Seminars** Nairobi International Trade Fair – 2013
- Honours and awards** Kenya National Government Scholarship to pursue Bachelor of Commerce in Procurement and Supply Chain Management at the University of Nairobi, Kenya
- Memberships** Member of the Kenya Institute of Supplies Management
- Certifications** Advance Diploma in logistics and transport, Chartered Institute of Logistics and Transport(CILT)
Professional in logistics and transport(CILT)
Certificate in logistics and transport(CILT)
Certificate in computer packages.(RHOK)
- Referees**
- Professor Marry Kinoti
Professor, Department of Management Science
University of Nairobi, Kenya.
E-mail: m.kinoti@uonbi.ac.ke
Tel No: +254 703170219
- Mrs. Ann Kimende
Senior technologist, Department of Animal Production
University of Nairobi, Kenya
Cell phone: +254 713610738
E-mail: akimende@yahoo.com
- Dr. Shadrack Nyawade
Research Associate,
International Potato Center,
Cell phone:+254723773229
Email:shadnyawade@gmail.com

ANNEXES