

CURRICULUM VITAE

***NAME:* ESTHER MARTHA KERANDI**

NATIONALITY: KENYAN

RELIGION: CHRISTIAN

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PERSONAL SUMMARY

A result driven, hardworking and capable procurement officer, having a proven ability to ensure that an organization enjoys a competitive edge by securing the best quality, price, and terms from suppliers. Always delivering results against strategic objectives, whilst working within the organizations core values and beliefs.

PROFFESIONAL QUALIFICATIONS

Qualifications
BSc,in Procurement and Contract Management
Member of Chartered Institute of Purchasing and supplies (<i>C.I.P.S -UK</i>) <i>Membership no. 005464622</i>
<i>(C.I.P.S. Level 6)</i> pursued and achieved Professional Diploma in purchasing and supplies.
Pursued and achieved the Graduate diploma in purchasing and supplies <i>(C.I.P.S. Level 5).</i>
Pursued and achieved an Advanced certificate in Purchasing and Supplies. <i>(C.I.P.S. Level 4)</i>
Pursued and achieved a certificate in purchasing and supplies <i>(C.I.P.S Level 3)</i>

OTHER ACQUIRED SKILLS

- Computer literacy in **Ms Outlook, Ms Word, Excel, Access Power point, and internet.**

WORKING EXPERIENCE

JAN 2016 TO DATE

University of Nairobi,

Assistant Procurement Officer- Managers Office

JAN 2013- AUGUST 2015

Ag, Procurement Officer, University of Nairobi,

College of Architecture and Engineering

Responsibilities:

- Implementing procurement policies and procedures for effective delivery of procurement services in the University
- Providing technical support on matters relating to procurement in accordance with the laid down procedures and statutory requirements.
- Preparing and implementing the College Procurement Plan in order to realize University corporate objectives.
- Performing procurement functions as provided under the public procurement and disposal guidelines.
- Formulating and implementing strategies to ensure good supplier performance in relation to; timely delivery, overall quality of goods and services and cost effectiveness.
- Secretary to College Procurement and Technical Evaluation Committees
- Carrying out Market Surveys.
- Managing and updating suppliers' database.
- Any other duty assigned by College Principal, and Procurement Manager.

September 2011 to Date

Procurement Assistant

University of Nairobi

(College of Architecture and Engineering)

Responsibilities:

- Organize all procurement activities relating to request for quotations.

- Review requisitions for completeness and accuracy; follow up on discrepancies with the initiating department; identify available suppliers for each requisitioned item.
- Process requisitions into purchase orders using IFMIS system.
- Receive, open, bid responses/quotations, as required and organize bids for review by the specialist.
- Perform general clerical duties such as maintaining general files.
- Coordinate and schedule meetings such as the disposal, and the Inspection and Acceptance meetings
- Respond to inquiries which do not require the personal attention of the Procurement Officer.
- Correspond with vendors regarding prices, product availability, and delivery.
- Respond to inquiries from school staff regarding requisitions, purchase orders, contracts and pricing information.
- Assist in answering incoming calls.
- Preparation of and ensuring adherence to annual Procurement Plans in the College among other duties of procurement.
- Perform related work as required

September 2010-september2011

Procurement Clerk

University of Nairobi Enterprise and Services (UNES)

Responsibilities:

- Prepare purchase orders and send copies to suppliers and to departments originating requests.
- Respond to customer and supplier inquiries about order status, changes, or cancellations.
- Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
- Review requisition orders in order to verify accuracy, terminology, and specifications.
- Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers.
- Prepare, maintain, and review purchasing files, reports, and price lists.
- Calculate costs of orders, and charge or forward invoices to appropriate accounts.
- Maintaining and updating of supplier database using Navision system ERP

