

CURRICULUM VITAE

BIODATA

NAME	JAMES KABUCHI MUGO
MARITAL STATUS	MARRIED
NATIONALITY	KENYAN
CONTACTS	0723558370

EDUCATIONAL BACKGROUND

1. KAGUMO HIGH SCHOOL 0 – LEVEL
2. KAGUMO HIGH SCHOOL A-LEVEL
3. KCCT CIPS

PROFESSIONAL QUALIFICATIONS

1. MEMBER OF CHARTERED INSTITUTE OF PURCHASING AND SUPPLIES (MCIPS U.K.)

WORKING EXPERIENCE

12 FEBRUARY 2009 TO DATE	UNIVERSITY OF NAIROBI PROCUREMENT ASSISTANT
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DUTIES AND RESPONSIBILITIES

- Coordinating clearing and forwarding
- Advicing users on duties
- Liaising with customers to seek duty /tax exemptions
- Advicing the users on import and of export process
- Communication with exporters/shippers to ensure a smooth flow of information prior to arrival of goods
- Evaluating and advicing the users on the best mode of transport to use
- Follow up on request for duty exemption with Ministry of Education