

RESUME

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Professional summary

Highly motivated supply chain professional with extensive customer service and procurement experience. Outgoing supply chain professional with proven track record of driving company growth by ensuring value for money, improving procuring experience, fast learner with self drive and elevating company profile with target market.

Skills

- Cost Management
- Contract Management
- Strategic Sourcing
- Analytical and presentation
- Holistic risk management
- Contract, cost, project and category management
- Result and negotiation
- Financial Acumen
- Technological drive

Career experience

Senior Procurement Officer

08/2019 to current

University of Nairobi- Nairobi, Ke

- Applied contract and cost management to negotiate supplier agreements and vendor contracts.
- Reviewed, analyzed and checked for completeness of bid documents.
- Trained and implemented holistic stakeholders' e-procurement innovation including use of Microsoft excel and power point.
- Managed and designed holistic purchasing plans/lists effectively and to schedule.
- Ensured proper procurement documentation, compliance, information sharing, supply base optimization/rationalization and data protection
- Coordinated institution data migration process and implemented an efficient procurement cycle
- Implemented risk management and feedback handling procedures

Procurement Officer

09/2015 to 2019

University of Nairobi- Nairobi, Ke

- Prepared, coordinated and consolidated of annual data documentation and protection
- Implemented institution specification standardization and supply base rationalization
- Implemented cost reduction measures including feedback handling procedures
- Managed and designed holistic purchasing plans/lists effectively and to schedule.

Assistant Procurement officer

11/2012 to 2015

University of Nairobi- Nairobi, Ke

- Implemented key functional metrics for costs and improved efficiency
- Developed risk management of supply contracts and agreements
- Developed and implemented diverse methods of feedback management
- Procured accurate and detailed lists of materials for teaching

Procurement assistant/administrator

08/2004 to 2012

Pumzika General Communications

- Planned, checked and produced accurate inventory records
- Implemented cost reduction measures including conflict resolution
- Coordinated with users the problem containment process including internal and external sorting
- Organized and lead cross functional problem solving teams through root cause, identification, verification and corrective action steps including preventive actions

Education

Doctor of philosophy Degree in Business Administration

Completed academic courses – thesis yet to be completed

University of Nairobi- Nairobi

Masters of Science in procurement and logistics: Entrepreneurship and procurement, 2014

Jomo Kenyatta University of Agriculture and Technology- Juja

Bachelor of Arts: Economics and Geography, 2003

University of Nairobi –Nairobi

Professional diploma

Chartered Institute for Procurement and Supply (CIPS – UK) - 2017

Advanced Diploma

Chartered Institute for Procurement and Supply (CIPS – UK) – 2016

Foundation Diploma

Chartered Institute for Procurement and Supply (CIPS – UK) – 2015