

**Patrick Ngari**

**AG PROCUREMENT OFFICER**

**NAIROBI, KE**

**ndereba29@gmail.com - +254724390480**

Professionally competent, disciplined and self-driven individual who is result oriented and a team player towards attainment of an organization overall goals.

Focused with strong training and development skills, excellent team building skills and ability to learn quickly.

Willing to relocate: Anywhere

**WORK EXPERIENCE**

**AG PROCUREMENT OFFICER**

**UNIVERSITY OF NAIROBI CENTRE FOR SELF SPONSORED PROGRAMMES -**

**2012-08 - 2018-10**

Duties include;

- Responsible for the procurement of items.
- Ensuring that procurement is done in a timely manner while ensuring value for money is Attained within the public procurement guidelines.
- Participating in the preparation and evaluation of quotations and proposals.
- Preparing procurement plan.
- Preparing monthly reports for submission to the procurement officer on purchases.
- Inventory and stock control for specific units with proper set re-order levels.
- Following up with suppliers on purchase of goods.
- Ensuring quality control in consultation with user and technical departments.
- Preparation of and custodian of purchase orders.
- Carrying out market and price surveys.
- Giving feedback to both successful and unsuccessful bidders for items approved by the Procurement committee.
- Perform any other duties that may be assigned by the procurement office

## **Storekeeper**

**TANA RIVER COUNTY -**

**2010-01 - 2012-07**

### **Duties.**

- Dealing with all kinds of spare parts, oils and lubricants in the whole project.
- Sourcing and placing of orders.
- Inspecting and receiving of stores, materials management and stock control.
- Stock issuing, stock taking, storage areas maintenance, record maintenance and clerical duties.
- Operating office machines, complying with fire safety regulations and managing emergency

### **Response inventory.**

## **Logistics Assistant**

**SABRE INTERNATIONALSECURITY - IQ -**

**2009-03 - 2009-10**

### **Duties.**

**Receiving shipments and ensuring both quality and quantity.**

- Tracing, tracking and expediting purchase processes.
- Creating and maintaining contact with vendors and customers to ensure timely delivery of goods.
- Interacting with third parties logistics service providers.
- Auditing freight cost and documentation.
- Ensuring accuracy of all inventories.
- Maintaining communication with warehouse staff to ensure proper working order.
- Reviewing bills, invoices and purchase orders.

## **EDUCATION**

**Bachelor of Business Management (procurement and supply chain management option)**

**Moi University**

**Diploma in supplies management parts in I, II, & III-NYS**

Institute of Business Studies (KNEC)

Certificate

Kanyakine High School,C+

Kiborione primary school, 485Marks

SKILLS

ERP, ACCPAC, NAVISION, RMS, EXCEL, Procurement, Buying, Purchase, Supply Chain, RFP

CERTIFICATIONS/LICENSES

Certificate

ADDITIONAL INFORMATION

COMPUTER KNOWLEDGE

Microsoft word and excel and all computer basics

Retail management system (RMS) micro soft dynamics

Microsoft Business Solution - Navision.

SAGE 300 ERP- ACCPAC