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Birth date: 25/03/1983

Place of Birth: Kajiado

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<b>EDUCATION:</b>	<b>Moi University, Nairobi, Kenya</b> Bachelor's Degree in Business Management. (BBM) (Purchasing and Supplies Option) 2 <sup>nd</sup> Class Honor's Upper Division.	<b>Aug2008-Nov 2011</b>
	<b>The Kenya Polytechnic University College,</b> Diploma in Business Administration. (DBA)	<b>Jan 2005-Nov 2007</b>
	<b>Kiserian Junior Seminary Secondary, Kiserian, Kenya</b> Kenya Certificate of Secondary Education (KCSE)	<b>Jan 1999-Nov 2002</b>
	<b>Masikonde Primary School, Narok, Kenya</b> Kenya Certificate of Primary Education. (KCPE)	<b>Jan 1990-Nov 1997</b>
<b>PROFESSIONAL:</b>	<b>Chattered Institute of Purchasing and Supply (CIPS)</b> Foundation Diploma in Purchasing and Supplies (CIPS SEC 4)	<b>Jun 2011-Nov 2011</b>
	<b>Chattered Institute of Purchasing and Supply (CIPS)</b> Advanced Diploma in Purchasing and Supplies (CIPS SEC 5)	<b>Jun 2012-Nov 2012</b>
	<b>The Kenya Polytechnic University College,</b> Certificate in Microsoft Office and Internet	<b>July 2003-Sep 2003</b>
	<b>Glory Driving School</b> Driving Licence/Vehicle Mechanics Training.	<b>3rd-26th Dec 2002</b>

**EXPERIENCE:**

➤ **East African Portland Cement Company**

Intern, 5<sup>th</sup> Sept 2011 to 31<sup>st</sup> Oct 2011(2months)

- Preparation and analyzing tenders
- Requisition processing and Stock Control
- Data entry and Documentation
- Recording and filling of LPOs, LSOs and minutes among others.

➤ **Insurance Regulatory Authority (IRA)**

Industrial Attachment (2) 4<sup>th</sup> June 2010 to 3<sup>rd</sup> Sept 2010 (3 months)

- Stock Control Procedures
- Supplier Evaluation and Preparation of Tender Documents
- Raising LPOs and LSOs, Supplying Quotation Forms
- Receiving, Inspection of goods and Processing invoices and GRNs.

- **Afya Co-op Savings & Credit Society**  
Industrial Attachment (1) 4th May 2009 to 29th July 2009 (**3months**)
  - Registry and General Accounts services
  - Entry and retrieval of data
  - Posting the system cashbook
  - Monthly standing orders reconciliation,
  - Loans and shares Adjustments, filing, file movement and customer care.
  
- **Narok Amenity Traders Ltd**  
Store Manager, 20th August 2006- 26th Oct 2007 (**over 1 year**)
  - Fleet management, Bookkeeping and daily sales reconciliation
  - Purchasing and Transporting of Goods and Services
  - Inventory and sales force management

## REFERENCES

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1. **Godfrey K. Kiptum** -Human Capital Development & Administration Manager  
Insurance Regulatory Authority  
P.O. Box 43505-00100,  
Nairobi  
Phone: 0722795708  
[E.MAIL- commins@ira.co.ke](mailto:commins@ira.co.ke)
  
2. **Ms. Sophie Lorrein** - Human Resource Training Officer  
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3. **Mr. Steven Gachanja** - Assistant Manager Registry Department  
Afya Co-op Savings & Credit Society  
P.O Box 00400-11607, Nairobi  
Phone: 0721480546  
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4. **James Murigu Maina** - Accountant  
Narok Amenity Traders Ltd .Narok  
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