





PERSONAL INFORMATION

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WORK EXPERIENCE

01/03/2019–30/05/2019

Inventory Manager.

Langata Link., Nairobi (Kenya)

- Working closely with head of Planning and merchandise Team to develop and manage financial plans.
- Providing ongoing feedback and information to team members on sales results, competitive practices, and delivery issues with vendors, and other specific information which could impact the performance of the business.
- Verify stocks periodically to have a data base of all available stocks, depletion and / or additions made, if any, to monitor the stock position in the warehouse. This includes reviewing, monitoring and reconciliation of SIN BIN, WMS and RMS stock of appointments, and reporting on quarantine issues. Analyze the effectiveness of the promotions in achieving the targeted levels of sales and margins.
- Analyze the existing stock levels and liaise with the Marketing/VM/Buying team for timely roll out of promotional campaigns to maintain the territory / warehouse inventory holding norms as well to achieve targeted sales
- Maintain inventory dashboard which comprises sales margin stock etc.
- Work on Home stock ageing and recommend step to get rid of old and depleted stock.
- Allocation and replenishment.
- Stock reconciliation.
- Stock counts and inventory correction.
- Business process making and ERP system implementation.
- Verify logistics charges on tagging, merchandise processing, storage and delivery.
- Agreement on consignment brands and payment terms.

01/09/2017–28/02/2019

Operations And Maintenance Coordinator.

- Powerhive East Africa Limited., Nairobi (Kenya)
- Coordination and ensuring smooth running of the O&M teams in response to tickets raised, work to minimize down time and hit SLA targets.
- Designing, generating and presenting weekly and monthly departmental reports.
- Keeping proper documentation of the O&M and engineering department tools inventory.
- Coordination of O&M Vehicles and Drivers.
- Tracking individual O&M techs daily performance with clear stats on performance.
- Remotely tracking sites & meters that are down & any ground faults detected.
- Creating a clear communication line between site village agents and the technicians.
- Organize monthly discussion meetings between O&M technicians and Customer Service Representatives to brainstorm on escalation process and key issues faced by either parties.
- Maintaining the online company CRM system

- Training new technicians on smart meter programming.
- Overseeing network updates on the meter software.
- Doing weekly site spot-checks, creating reports afterwards and identifying potential safety issues.

Project manager of the Village Internet project:

- Providing technical support, troubleshooting, customer connectivity and the servers.
- Equipment maintenance and trouble shooting.
- Managing the billing system.
- Preparing project related reports and dashboards weekly.
- Identifying expansion opportunities, providing written proposals for network expansion and network coverage.

15/07/2015–15/09/2015

Attaché

Agriculture, Fisheries and Food Authority(AFFA), Pyrethrum board of Kenya, Nakuru (Kenya)

- Analytical and organic analysis of foreign materials and contaminants in the pyrethrum processed product (pale).
- Preparations of laboratory reagents and buffers
- Assessing the level of pyrethrin in pyrethrum products.
- Maintenance of laboratory equipment and working area.
- Preparation of a detailed lab report.
- Partaking in team field work.

15/01/2013–Present

Disaster Services Volunteer

Red Cross Society of Kenya, Nairobi (Kenya)

- Disaster and Humanitarian Relief
- Help Provide food, shelter, comfort and home for families affected by major disasters such as fire,drought and floods.

06/02/2016–Present

Community Education volunteer

(YALI).Young African Leaders Initiative, Nairobi (Kenya)

- Educating communities on available economic opportunities.
- Public speaking at community events
- Advocating against Gender Based Violence. (GBV)

EDUCATION AND TRAINING

15/08/2012–27/05/2016

Bachelor of Applied Science -BASc,Physical Chemistry

Egerton University, Njoro (Kenya)

02/01/2012–31/03/2012

Certificate in computer packages.

East African Institute Of Technology, Nakuru (Kenya)

04/01/2008–15/11/2011

Kenya Certificate of Secondary Education

Moi Forces Academy, Lanet (Kenya)

12/04/2005–23/11/2007

Kenya Certificate of Primary Education

Gilgil Hills Academy, Gilgil (Kenya)

SKILLS AND COMPETENCIES.

Languages. English and Swahili.

Organizational Skills. I am flexible and adaptable in my approach to organization and believe in finding best fit for solution at hand. I frequently use a variety of applications and systems to keep projects I am responsible for on track and up to date.

Computer Skills. Microsoft office: Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint. Google Apps, Photoshop, WordPress, Asana, HTML, CSS, SQL and Python,

- References**
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