

LENAH KATHURE STANLEY

PERSONAL INFORMATION

POSTAL ADDRESS:	P.O BOX 60365 - 00200 NAIROBI	DATE OF BIRTH	1984
TEL:	+254 720219232 / 734 496120	RELIGION	CHRISTIAN
PHYSICAL ADDRESS:	NAIROBI		
EMAIL:	lkathurestan@gmail.com	MARITAL STATUS	MARRIED

CAREER OBJECTIVE

To achieve the highest levels in the procurement profession by exercising the highest discipline, accountability and integrity.

WORKING EXPERIENCE

March 2016 to Date: Desrach Consulting.

Procurement Assistant.

Roles and Responsibilities.

- Client procurement audits.
- Prepare procurement/supplies reports & update.
- Prepare tender documents, notices, contract documents and proposals.
- Participate in clients taking exercise.
- Consolidate user requirements to ensure economies in procurement process.
- Maintain the procurement records.
- Prepare periodic reports for submission to the Senior Procurement Officer.
- Drafting of annual and revised procurement and disposal plans for the organization.
- Maintain an up-to date database records of suppliers.
- Undertake supplier rating and appraisal and conduct regular market surveys.
- Liaise with the finance department for payments of goods, services and works procured.
- Prepare LPO's, notification of awards and contract agreements for all tender awards of goods, works and service as well as regret letters to unsuccessful bidders.
- Participate in the evaluation of tenders, proposals, quotations.
- Responsible for the management of the tender/quotation box.
- Keep track of tenders, quotations in progress and generating status reports.
- Participate in various committees in the organization.

January 2015 to December 2015: Jomo Kenyatta Foundation.

Procurement Department.

Roles and Responsibilities:

- Direct the day-to-day activities of the warehouse. e.g. transportation, receiving, offloading, stock take, sanitation, maintenance, inventory control, etc.
- Ensure the efficient receipt, storage, picking, packing and dispatch of a wide range of the goods by implementing inventory management policies and procedures

- Ensure warehouse & distribution productivity targets are met and ensure efficient and profitable operations.
- Working with the management to implement the company's policies and goals.
- Keeping stock control by maintaining accounts, ledgers and inventory of products in and out of the store
- Generate warehouse productivity reports, in regard to productivity rates, and accounts for all labor hours, both direct and indirect.
- Building, maintaining and enhancing client relationships and ensures impeccable customer service in the store at all times.
- Responsible for warehouse safety programs in order to provide a safe and clean work place for employees and with the regulations of all OSHA local and state regulations
- Attend and secretary to the Procurement committee.

Nov 2014 to Jan 2015, Nairobi County Government.

Industrial Attachment,

Roles and Responsibilities:

- Sourcing of suppliers or contractors by prequalification method
- Quotation analysis
- Preparations of tendering committee minutes
- Stock taking and stock record maintenance.
- Inspection of supplies
- Receipt and issue of supplies
- Application of procurement methods in open or restricted National tenders.
- Market surveys

January 2008 - December 2012; Soy Afric Limited

Production and Quality Control Department

- Controlling the quality analysis of the flour
- Ensuring that the expected quality standards are maintained before and after packaging.
- Controlling packaging weights.
- Supervision and coordination of plant procedures.
- Reporting on quality improvements to enhance quality on products.
- Maintaining high standards of hygiene in the factory

ABILITIES AND PROFICIENCIES

- Ability to handle pressure within the scope of my assignments.
- Client flexibility and good customer service.
- Computer literacy with wide experience on Ms Excel, Ms word, Access, Power point ,Page maker, Sage Pastel and Quick Books

PROFFESIONAL BODY

- Member of KISM-Kenya Institute of Supplies Management
- Member of CIPS –Chartered Institute of Purchasing and supplies

ACADEMIC AND PROFESSIONAL TRAINING QUALIFICATIONS

<u>Year:</u>	<u>Institution:</u>	<u>Results/Qualification:</u>
2016	Chartered Institute of Supplies Management	Diploma in purchasing and supplies
2012 to 2015	Moi University	BBM (Purchasing and supplies)
2006 to 2006	Mombasa University College	Diploma(food science and Technology)
1999 to 2002	Kanjalu Girls Secondary School	KCSE Certificate
1990 to 1998	Kianjai C. Boarding Pry School	KCPE Certificate

INTERESTS

- Playing table tennis
- Reading Journals, novels and Magazines.
- Swimming
- Travelling

REFEREES

1. Annah Koki
Jomo Kenyatta Foundation
P.O. Box 101495-00100, Nairobi.
Email; akoki@jfkf.co.ke.
Tel;0722 711503
2. Lynn Mwikali Musili
African Wildlife Foundation.
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3. Francis Ngethe Nyoro
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