
AUSTINE OCHIENG
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Career Objectives

Seeks to obtain a position that will utilize my acquired knowledge, experience and skills to deliver exceptional outcomes, aiding the smooth functioning of the organization, thus facilitating the growth of both the Organization, and myself, being an active part in the developmental process.

Education

2012- 2014	Diploma in Purchasing &Supply Management Zetech College
2011	Computer Applications and packages Vision Computer
2010	Kenya Certificate of Secondary Education Naki Secondary School
2005	Kenya Certificate of Primary School Kowire Primary School

Professional Experience

2015 to 2016	Loggen Limited
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Position: Stores Assistant

Responsibilities:

1. Preparing request for quotation and sending them to various suppliers
2. Preparation and analysis of quotations
3. Maintain the stock levels, issuing and receiving of stock
4. Management of stock bin cards through updating, stock checks and stock reconciliation.
5. Updating procurement records and stock record keeping to ensure accountability
6. Material storage and warehousing,
7. Post all issues and receipts to the system
8. Collate and pass all invoices/ documents to finance for timely payment

2014-Sep 2015	Right Legged Women Group
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Other Experience

Position: Events Coordinator

Responsibilities:

1. Planning, implementation and follow-up for all special events and annual receptions
2. Supervise and coordinate with event contractors
3. Recruits, directs and supports event volunteers and committee members
4. Coordinate event logistics, order, delivery and distribution of goods and services to be used.

2016 September-December: Oxfam International

Position: volunteering during CSO and Global Partnership for Effective Development Co-operation (HLM2) in Nairobi 2016.

Responsibilities

1. Act as a representative to the organization and maintain orderly atmosphere for business
2. At the conference ensure delegates have all copies of guideline and evaluation. Also make sure the entire items are ready for the facilitators.
3. Facilitate all media outreach including Facebook and even twitter.
4. Work with the committee to ensure all the social media outlets are identified and contacted.
5. Note taking during the proceedings, giving bio to the facilitators and right material when needed
6. Ready and available at all time for any issue-technological need etc.

Referees

**1.Mr. Robert Okello,
Right Legged Women Group,
Group Event Coordinador,
P.O. Box 61648-00200,
Tel 0729780840
Email: robertokello@gmail.com**

**2.Ms. Juliana Achieng,
Loggen Limited Company
Site Supervisor,,
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**3.Mr Alphas E.Adoga
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