

Eunice Njeri Gakurui
P.O. Box Private Bag, Nakuru
Tel: 0720-584599
Email: njeunicy@yahoo.com

An accomplished administrative professional with an excess of over seven years, competent in improving the operational and administrative systems, processes and policies in support of organizations mission, business process and organizational planning. In addition, I am equally skilled in the co-ordination and implementation of office duties, and customer satisfaction enhancement.

I have ability to formulate policies, manage daily operations, monitor business operations, develop strategies, and monitor revenue and sales growth. My goal is to find suitably challenging Management Position within an enterprising organization.

Personal Details:

- Date of Birth : 1st June 1977
- Marital Status : Married

Education and Professional Qualification:

- Advanced Diploma of Purchasing and Supply Management, Aviation College 2018/2019.
- Diploma of – Purchasing & Supplies Management, Compuera College 2008.
- Kenya Certificate of Secondary Education, Wareng Secondary School, 1996.

Key Professional Skills and Competencies:

- Proven administrative, leadership and management ability in the areas of strategic planning and financial management.
 - Ability to work on own initiative, prioritize work, handle pressure and take day-to-day decisions on the running of the organization.
 - Ability to develop, monitor and maintain management information systems and procedures.
 - Ability to make decisions, be accountable, meet/exceed goals, achieve high-quality result.
 - Excellent in relationship management, team building and interpersonal and communication management skills.
 - Impeccable communication and interpersonal skills.
 - Hands on experience working with partners and facilitating implementation of project activities.
 - Ability to plan, implement and formulate strategies by using or adapting tactics.
- Proficient in computer applications; Windows XP, Windows 7 MS Office .e.g. MS Word, MS Excel.

PROFESSIONAL EXPERIENCE

Procurement Department

Storekeeper/shop attendant

Ranco Refrigeration and Air conditioning Company 2014 – To date

Duties and Responsibilities

- Sales and serving customer.
- Conduct regular stock taking Quarterly stock taking.
- Preparation of sales and stock plans in conjunction with the customers.
- Monitoring stock levels and re ordering.
- Ordering goods procured within the project.
- Developing approved list of procurement contractors.
- Ensuring quality and quantity are in order as supplied.

Procurement Department

Raerex East Africa Limited September 2006 – Feb 2011

Duties and Responsibilities

- Ensured general up-keep of store/orderliness
- Maintained records of store transactions documents
- Monitoring the stock level and initiate re-ordering process
- Conducted regular stock taking
- Planned product ranges and preparing sales and stock plans in conjunction with buyers
- Liated with buyers, analyst, stores, suppliers and distributors
- Maintained a comprehensive library of appropriate data
- Worked closely with visual display staff and department heads to decide on goods display to maximize customer interest and sales
- Produced layout plan for store, sometimes called statements
- Forecasted profits and sales and optimizing the sales volume and profitability of designated product area
- Planned budgets and presenting sales forecasts and figures for new ranges
Controlled stock levels based on forecasts for the season

Sales and Marketing

Kuguru Food Complex, August 2001 – September 2003

Duties and Responsibilities

- Handling cash.
- Identifying new markets.
- Daily stock control.
- Coordinating existing programs and ensuring quality compliance.
- Ensured proper allocation and use of resources.
- Assisted to develop marketing strategies for the company.

Storekeeper

Taly Nofar and Ayal Dried Flowers 2000 - 2001

Duties and Responsibilities

- Received and ordered stock.
- Assisted with the management and development of the company culture.
- Assisted with the development and maintenance of the company.
- Communication networks and good relationships within the institution. and the community.
- Keeping records.
- Received raw materials.
- Packed ready goods for export.

Please feel free to contact the under mentioned in regard to my competence, work ethic, performance and / or any other aspect with respect to me:-

MRS. JUDY KANJA LIKAN COMPUTERS. TEL: 0726-920312.	PASTOR WNNIE JEREMY. CITAM NAKURU. TEL: 0722-220760.	MRS. ANN MUTURI TALY NOFAR & DRIED FLOWERS. TEL: 0725-458259.
---	---	--