# **Martin Gatuma Kiragu**

**Doha, Qatar**

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# **Objective**

Detail-oriented Assistant Storekeeper with over three years of experience in inventory management, ERP systems (Oracle), and supplier coordination. Proven track record in maintaining accurate stock levels, improving operational efficiency, and ensuring quality control. Seeking to leverage my expertise in materials handling, procurement, and logistics to contribute to the success of the Company. Committed to driving efficiency and accuracy in storeroom operations while supporting cross-departmental needs and enhancing supply chain management.

**Al Asmakh Facilities Management | Assistant Storekeeper**

*Website***:** [*www.asmakh-atoz.com*](http://www.asmakh-atoz.com/)

*July 2021 – Present*

*Location: Doha, Qatar*

* Conducted regular inventory counts to ensure accurate stock levels, reducing discrepancies by 15%.
* Organized and maintained the storeroom for optimal efficiency and cleanliness, improving workflow.
* Inspected materials for damage and reported issues to the storekeeper, ensuring quality control.
* Recorded material withdrawals in the absence of the storekeeper to ensure accurate tracking and accountability.
* Received and verified incoming materials against purchase orders from suppliers, ensuring compliance with company standards.
* Entered invoices into the ERP system (Oracle) and distributed them to relevant departments, improving financial tracking and transparency.
* Created purchase requests for out-of-stock materials to maintain inventory levels, preventing work stoppages.
* Processed material request forms and work orders from various departments, including MEP maintenance and housekeeping, ensuring timely fulfillment.
* Managed material transfers from the main warehouse, ensuring accurate ERP system updates and seamless inventory management.
* Prepared and arranged materials for transportation to various company sites, optimizing logistics and reducing delays.
* Generated weekly transmittal forms in Microsoft Excel for all received invoices, made copies, and sent original documents to the procurement team, streamlining administrative processes.
* Assisted in the implementation of inventory management software, contributing to a 20% increase in operational efficiency.
* Coordinated with suppliers and vendors to resolve discrepancies and improve supply chain management.
* Trained new staff on storeroom procedures and ERP system usage, enhancing team competency and performance.

**Diamond Shoes Traders | Salesperson**

*Website: [no website]*

*January 2020 - May 2021*

*Location: Nairobi, Kenya*

* Sold a diverse range of shoes, consistently meeting and exceeding sales targets.
* Arranged shoes in an attractive and presentable manner to entice buyers, enhancing visual merchandising.
* Dusted and maintained shoe displays during early morning openings to ensure a clean and welcoming environment.
* Assisted customers in selecting shoes based on their preferences and needs, providing exceptional customer service.
* Maintained cleanliness and organization throughout the shop, contributing to a pleasant shopping experience.
* Promoted products and services on social media platforms, increasing brand visibility and driving online sales

**Education**

**Compaq computer college,Nairobi,Kenya**

Certificate in computer applications level one-mean grade A (78.9)

*March 2018-April 2018*

**ST Paul’s secondary school,Thika-kenya**

Kenya certificate of secondary education-mean grade D (plain)

*January 2014-november 2017*

**Milimani primary school,Nairobi-kenya**

Kenya certificate of primary education-mean 275

*January 2005-november 2013*

**Awards**

**Place vendôme mall project**

Certificate of high contribution in the procurement department during the World cup 2022

*November 2022*

**Skills**

* **Conducted Physical Inventory:** Performed regular inventory counts and reconciled discrepancies to maintain accurate stock levels.
* **Demonstrated Flexibility:** Adapted to various roles and responsibilities, including warehouse operations and storekeeping, to meet the company's changing needs.
* **Utilized Computer Skills:** Operated ERP systems (Oracle) and other software for inventory management, data entry, and documentation.
* **Exhibited Organizational Skills:** Arranged and maintained storeroom and warehouse layouts for optimal efficiency and workflow.
* **Executed Data Entry:** Entered invoices, purchase orders, and inventory records into the ERP system with precision.
* **Managed Documentation:** Prepared, processed, and filed transmittal forms, invoices, and purchase requests to ensure accurate record-keeping.
* **Applied Communication Skills:** Assisted customers with product selection, coordinated with suppliers, and trained new staff effectively.