

# NYAMWEYA MOKOBI LUCY

## CONTACT

### Address

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## PERSONAL DETAILS

GENDER: FEMALE

NATIONALITY: KENYAN

ID NUMBER: 33300608

DATE OF BIRTH: 07<sup>TH</sup> NOV, 1996

## SKILLS

Good in bid process management

Excellent in vendor sourcing

Excellent in supplier relationships

Good in project coordination

Good in policy implementation

Report writing skills

Price negotiation

Team building

Data collection, data recording and analysis.

Data and record keeping.

Proficiency in Microsoft word, MS. Excel, PowerPoint and Access.

Result-driven procurement officer offering superior research abilities, sound judgement and meticulous organizational skills. Meets internal supply needs while maintaining budget and operational goals. Effective at sourcing products, vetting vendors and managing bid process. Good relationship-builder and problem-solver with methodical approach and excellent verbal and written communication skills. Well-versed in procurement needs and processes. Hardworking procurement professional with 3 years of experience maintaining vendor relationship to facilitate cost-effective and timely purchasing functions. Excellent negotiation and contract development skills with proficiency in excel.

## WORK HISTORY

APRIL 2021 –

### **Procurement Officer**

Current

*THE STAND LEISURE HOTEL, NAIROBI*

- Input, analyzed and reported on data covering all aspects of procurement operations.
- Built relationships with vendors to negotiate ideal terms for purchases.
- Developed and strengthened supplier relationships.
- Evaluated internal needs and developed plans for maintaining optimal supply levels.
- Set up and negotiated contracts to obtain favorable pricing and delivery structures.
- Procured materials for squadron maintenance and repair services.
- Maintained current understanding of pricing structures, market conditions and trends in industry.
- Maintained effective and lasting vendor relationships through dynamic communication, collaboration and intelligent questioning skills.
- Oversaw inventory control, accounting and supply reports.
- Maintained ongoing communication with suppliers to promote workflow and respond to inquiries.
- Identified new and more cost-effective suppliers through participation in industry networking events, purchasing advantageous packages and cutting costs.
- Filing of various procurement documents, including quotations, minutes and contracts.
- Clearing obsolete stock from the stores to where they are required.
- Preparation and maintenance of stores records
- Stock taking, inventory and reconciliation.

Strong analytical, numerical and research skills.

Strong interpersonal and communication skills.

Remarkable leadership and negotiation skills.

Organizational and presentation skills.

Secretarial skills.

### PERSONAL ATTRIBUTES

Highly motivated, seeking a challenging entry level position at a dynamic and prospective institution/company/government.

Someone who has high expectations. I am confident in my abilities to produce and while I prepare for the worst, I do the work necessary to tilt the odds that the best will happen

To seek a new challenge; utilize my skills and experience to improve operation, increase profitability and enhance growth.

Ready to join the real world in offering long term career from mild to profound in achieving individual's goals and needs.

### CAREER OBJECTIVES

To be proactive, initiative, responsible, discerning and result oriented.

Be fair, impartial and accountable

Committed to team work. Team payer and able to motivate and mentor a team.

Be a model of excellence.

Act ethically and with high integrity.

Respect for human right and adherence to the rule of law.

Decisive and quick judgment skills.  
Analytical and critical thinking skills.

JAN 2019 –

MARCH 2021

### **Secretary, accountant and receptionist**

*NYAMAGWA CATHOLIC PARISH, KISII*

- Participation in the development of the parish management system.
- Data conversion (Registering all the church members and in various church centers).
- Assisting the parish in handling of information technology such as using the programming software in recording tithes, attendance of church members in the various functions, mass booking for the various functions.
- Receptionist (guiding and directing Christians, visitors and religious clergies to the respective and relevant offices of their need.)
- Store keeper and record keeping. Recording and keeping of the church gifts brought in by Christians.
- In charge of the parish workers. Coordinating and guiding the parish employees through their assignments.
- Receiving and banking of the church finances.
- Parish accountant.
- Parish secretary. Carrying out assignments on behalf/ for the parish priest.

OCT 2018-

DEC 208

### **Internship - statistician**

*NAIROBI CITY COUNTY – CITY HALL, NAIROBI*

- Data entry of the birth and death notifications to the system.
- Data representation of the births and deaths within the county.
- Data tallying of both birth and death numbers.
- Enumeration of the data concerning the death and birth data within the county.
- Keeping records concerning the death and birth notifications.
- Searching of the client's notifications from the system for easy tracing of the client's birth and death certificates.

AUG 2017 -

### **Polling Clerk**

*IEBC, KISII*

- Issuing of ballot papers to the voters.
- Verifying the voters' id in the IEBC system (KIEMS KIT)
- Assisting the voters in placing the ballot papers in the right ballot boxes.
- Counting and recording of votes.

Hardworking, enthusiastic, confident and determined person who is able to work under minimal or no supervision.

Ready in playing key role in self-motivation and doing further research on how to improve and build the organization/company/government

## REFEREES

1. REV. FR. EDWARD  
NYAKUNDI,  
PARISH PRIEST,  
NYAMAGWA CATHOLIC  
PARISH-KISII DIOCESE,  
P. O. BOX 94-40200,  
KISII.  
+254713866850
2. MR. NJAGI  
MERU UNIVERSITY OF  
SCIE & TECH,  
P.O. BOX 972-60200  
MERU – KENYA.  
+254723101835
3. MRS. ELIZABETH ATITO  
NAIROBI CITY COUNTY-  
CITY HALL,  
P.O. BOX 30075-00100  
NAIROBI – KENYA.  
+254727943017

APR – AUG –

2015/2016/2017

## **Voluntary work**

*Nyamagwa Catholic Parish Computer Services, Kisii*

- Participation in the development of the parish management system.
- Data conversion (Registering all the church members and in various church centers).
- Assisting the parish in handling of information technology such as using the programming software in recording tithes, attendance of church members in the various functions, mass booking for the various functions.
- Record keeping of all the church groups such as, Catholic men Association, Catholic Women Association, Catholic youths, choirs, PMC, etc.
- Designing and printing of different Catholic function cards.

JAN 2014 –

SEP 2014

## **Teacher**

*MASAS ACADEMY, KISII*

- Teaching and availing learning resources to the learners.
- Keeping of the class academic records.

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## **EDUCATIONAL HISTORY**

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<u>PERIOD</u>	<u>INSTITUTION</u>	<u>AWARDS</u>
2014 TO 2018	Meru University of Science and Technology	Bachelor's degree in Science Statistics
2010 TO 2013	Kereri Girls High School	Kenya Certificate of Secondary Education (KCSE) B+(Plus)
2002 to 2009	St. Marys's Nyamagwa Girls Primary School	Kenya Certificate of Primary Education (KCPE) 363 marks