

Curriculum Vitae



KIRABO Lorah

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Bio Data

Gender: Female

Marital Status: Married

Date of Birth: 1991

Nationality: Rwandan

Personal Profile

I am a highly dedicated professional with aspiring progressive career, with over 8 years of experience in different Field, administration, inventory management; Loss prevention and Procurement as well as customer relationship Management. Skilled in Procurement professional. I also have a proven ability to drive out inefficiencies through process improvement as well as procurement procedures. I am self-driven, ambitious, innovative, analytical, a fast learner, and pride myself as a true team player with good interpersonal skills. I possess a great desire and drive to prosper in all work that I venture into. I desire to work in a highly competitive and dynamic organization specializing in providing quality standard to enable me gain exposure in shaping me to face current needs.

Education

2024 Diploma in operations and supply management by Alison

2019 - 2024 Bachelor's degree of science with honors in procurement and supplies
University of Kigali-Rwanda

2009 - 2011 High School Level in Teacher training college in Matimba (A2
EDUCATION)

Professional Qualifications

- Stock control and inventory management course by DISS-QATAR
- CPR and First Aid training by ENERTECH QATAR
- Training in Finance department as accounts payable in Marriott hotel
- Certificate in Hospitality management on demand tourism and professional development program (By Cornell University 2022)
- Certificate in Food and Beverages by WORK FORCE DEVELOPMENT AUTHORITY (WDA)
- Certificate in Food safety for Food handles by ECOLAB.
- Training in finance department as purchasing clerk in Marriott Hotel

- Training in housekeeping departments as housekeeping supervisor in Marriott hotel
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- Certificate awarded to me by Kigali Marriot Hotel as recognition for the outstanding performance (GEM winner front of house for September 2022).
- Certificate awarded to me as recognition for the outstanding performance (GEM Winner Front of House for May 2022)

Skills

- **Negotiation:** Ability to negotiate contracts, prices, and terms to achieve the best possible outcomes.
- **Supplier Relationship Management:** Maintaining and fostering positive relationships with suppliers for long-term partnerships.
- **Cost Management:** Analyzing and managing costs to ensure efficient and cost-effective procurement processes.
- **Market Analysis:** Conducting market research to understand trends, pricing, and supplier capabilities.
- **Strategic Sourcing:** Identifying and selecting suppliers based on strategic business goals and objectives.
- **Compliance and Ethics:** Ensuring procurement practices adhere to legal, regulatory, and ethical standards.
- **Inventory Management:** Optimizing inventory levels to balance supply and demand while minimizing costs.
- **Analytical Skills:** Analyzing data to make informed procurement decisions and identify opportunities for improvement.
- **Project Management:** Managing procurement projects from initiation to completion, ensuring timelines and budgets are met.
- **Communication:** Effective communication with stakeholders, suppliers, and internal teams.
- **Problem-Solving:** Addressing and resolving issues that arise during the procurement process.
- **Sustainability:** Incorporating sustainable practices into procurement processes to support environmental and social responsibility.
- **Vendor Performance Evaluation:** Monitoring and evaluating supplier performance to ensure compliance with contract terms and quality standards.
- **Surveillance and Monitoring:** Proficiency in using CCTV and other surveillance equipment to monitor activities and detect suspicious behavior like.
- **Incident Response:** Ability to respond quickly and effectively to alarms, emergencies, and incidents, ensuring safety and minimizing loss.
- **Investigative Skills:** Strong skills in conducting investigations, gathering evidence, and compiling detailed reports.
- **Risk Assessment:** Capability to identify potential security risks and implement measures to mitigate them.

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Work Experience

Jan 2024 - Current

Marriott Executive Apartments City Center DOHA/QATAR

Position: Loss prevention officer (Safety and security)

Responsibilities:

- Conducting regular monitoring surveillance systems to detect and deter potential security threats.
- Actively observing and identifying suspicious behavior to prevent theft, fraud, and other losses.
- Responding promptly to security incidents, emergencies, and alarms, ensuring appropriate actions are taken.
- Managing access points to ensure only authorized individuals enter restricted areas.
- Documenting and reporting all security incidents, suspicious activities, and policy violations.
- Receiving of delivered items

Jan 2022-Jan 2024

Kigali Marriott Hotel.

Position: Loss prevention Supervisor (Safety and security supervisor)

Responsibilities:

- Overseeing daily security operations and ensuring the safety of employees, customers, and assets.
- Leading and coordinating responses to security incidents, emergencies, and investigations.
- Conducting regular risk assessments to identify vulnerabilities and implement appropriate security measures.
- Developing and implementing strategies to prevent theft, fraud, and other losses.
- Managing surveillance systems and ensuring they are functioning correctly.
- Implementing and maintaining access control procedures to restrict unauthorized entry.

Jan 2018 – Dec 2021

RG Partners Ltd.

Position: Procurement officer**Responsibilities:**

- Developing and implementing sourcing strategies to meet organizational goals.
- Developing and implementing logistics plans to ensure efficient movement of goods.
- Coordinating and managing transportation of goods to ensure timely delivery.
- Overseeing warehouse operations, including receiving, storing, and dispatching goods.
- Ensuring accurate inventory tracking and managing stock levels to prevent shortages or excesses.
- Managing the distribution of goods to various locations or customers.
- Monitoring and tracking shipments to ensure they reach their destination on time.
- Managing logistics costs and identifying opportunities for cost savings.
- Identifying and mitigating risks associated with transportation and logistics activities.
- Working closely with suppliers to ensure timely and accurate delivery of goods.
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June 2016- Jan 2018**TRUSTEES LTD****Position: Procurement & Logistics Officer****Responsibilities:**

- Identifying and evaluating potential suppliers to meet the organization's procurement needs.
- Negotiating contracts, prices, and terms with suppliers to secure the best deals.
- Creating and managing purchase orders to ensure timely and accurate procurement.
- Drafting, reviewing, and managing supplier contracts to ensure compliance and mitigate risks.
- Managing procurement budgets and ensuring cost-effective purchasing decisions.
- Developing and implementing sourcing strategies to meet organizational goals.
- Developing and implementing logistics plans to ensure efficient movement of goods.
- Coordinating and managing transportation of goods to ensure timely delivery.
- Overseeing warehouse operations, including receiving, storing, and dispatching goods.
- Ensuring accurate inventory tracking and managing stock levels to prevent shortages or excesses.
- Managing the distribution of goods to various locations or customers.
- Monitoring and tracking shipments to ensure they reach their destination on time.
- Managing logistics costs and identifying opportunities for cost savings.
- Identifying and mitigating risks associated with transportation and logistics activities.
- Working closely with suppliers to ensure timely and accurate delivery of goods.

May 2014 - June 2016

INYANGE INDUSTRY LTD

Position: Inventory Management Officer

Responsibilities:

- Regularly tracking inventory levels to ensure adequate supply without overstocking.
- Determining reorder points and placing orders to replenish inventory in a timely manner.
- Predicting future inventory needs based on sales trends, seasonality, and market conditions.
- Conducting regular audits to verify inventory accuracy and reconcile discrepancies.
- Working with suppliers to manage lead times and delivery schedules.
- Implementing and maintaining systems for tracking inventory movements and status.
- Cost Control: Managing inventory costs through effective purchasing strategies and minimizing holding costs.
- Cycle Counting: Performing periodic counts of inventory items to ensure accuracy without complete shutdowns.
- Generating and analyzing reports on inventory levels, turnover rates, and other key metrics.
- Implementing measures to prevent theft, damage, or loss of inventory.
- Coordinating with sales and operations teams to align inventory levels with demand and production schedules.
- Assessing supplier reliability and performance to ensure consistent supply.

March 2012 – May 2014

INYANGE INDUSTRY LTD

Position: Storekeeper

Responsibilities:

- Manage the store layout.
- Maintain a neat, clean and safe working environment as per government regulation.
- Receive, upload and shelf all supplies.

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- Perform stock related duties like returning, packing and labelling.
 - Inspect delivers for discrepancy or damage.
 - Report damaged inventories for record-keeping.
 - Ensure storage of goods follow the first in first out(FIFO) method.

Referees

- **Mr. Alotaibi Khalil +97431649940** -Assistant security manager at Le mirage and four points by Sheraton
- **Mr. Ndahiriwe Joseph +250784431608** - Cluster Purchasing manager at Kigali Marriott
- **Mr. Mohamed Yousef +97455413979** - Operation Manager at Koza construction
- **Declaration:** I certify that the information given above is true and complete.

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Kirabo Lorah