

CURRICULUM VITAE SAMUEL GITAU

Logistics and Procurement Professional.

Nationality: Kenyan

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Gender: Male

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APPLICANT PROFILE

A highly resourceful and focused **Logistics, Operations and Purchasing Management** with exceptional planning, numerical and implementation capabilities. Highly-experienced with over 7 years track record in administration, logistics, vendor & supplier relationship management, procurement, record keeping, inventory management and team leadership. Dedicated to reducing logistics costs and seeking a senior position in a reputable organization.

KEY SKILLS

Personal Skills and Attributes

- Strong organizational and interpersonal skills.
- Excellent communication and record keeping skills.
- Excellent store keeping, data entry and research skills.
- Proficient in MS Office (Word, Excel, PowerPoint, IBM Lotus Notes & Outlook), ERP Systems: (IBM Maximo, Mat man, Jamis, CoreIMS)
- Excellent planning and reporting frameworks
- Ability to pay attention to detail and report accurately and timely
- Constantly learning and updating on current emerging procurement market trends
- Ability to work independently and think innovatively.
- Accuracy and attention to details.
- Fluent in spoken and written **English, Kiswahili.**
- Beginner in spoken and written **French**
- Strong analytical, qualitative and quantitative skills.
- Team player with an excellent work ethic.

Areas of Expertise

- Camp / Site Management
- Procurement/Warehousing and Logistics management
- Emergency humanitarian response and Aid
- Inventory Control Processes
- Children rights and protection
- Continuous Process Improvement
- Vendor management and Staff Relations
- Transportation / Materials Handling
- Training and Leadership/Team building

CAREER ACHIEVEMENTS:

- Provided back-up to team members and trained newly hired team members in a remarkable manner
- Skilfully managed incoming and outgoing shipments on regular basis – decreased overall time by 40%
- Communicated effectively with warehouse representative in the field for 100% tracking of inventory

- Participated Voluntarily in Save a Life humanitarian mission under USAID in Liberia during Ebola outbreak.
- Adopted fleet safety and security while assessing security in collaboration with Site Security Officer

CORE COMPETENCIES:

- **Resilience/Adaptability and flexibility:** Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner
- **Awareness and sensitivity of self and others:** able to demonstrate awareness and sensitivity to gender and diversity. Experienced, able to live and work in diverse cultural contexts in a culturally appropriate manner
- Comprehensive knowledge of providing customer service to assigned base of accounts and preparing packing/shipping documents
- **Work style:** well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem-solving skills
- Hands-on experience in identifying equipment deficiencies, coordinating requirements with the established shippers and creating billing documents
- **Knowledge and skills:** knowledge of general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills
- **Integrity:** Works with trustworthiness and integrity and has a clear commitment to core values and humanitarian principles.
- **Communication Skills:** Well developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders

EMPLOYMENT HISTORY

**July 2018 – To Date - Automotive Management Services (National Maintenance Strategy)-
Kabul, Afghanistan**



Position: Logistics Manager (Contract projected to end in February, 2020)

- In charge of preparing solicitations and competitive bids. Handling quotations and proposals with pertinent vendors.
- Responsible for streamlining response time to 24 hours on all requests made to the suppliers/vendors.
- Negotiating terms and conditions with vendors to ensure optimum price, competitiveness and high-quality products.
- Coordinating with vendors to get quotes for purchases, evaluating quotes, and presenting results to executive leadership.
- Responsible for forecasting inventory demands to prevent product excess and shortfall.
- In charge of establishing procedures for managing return of damaged goods, replacement items, incomplete orders, shortages and appropriate credit arrangements.
- Reviewing and reconciling monthly fuel expenditure report.
- Examining monthly and quarterly inventory list to ensure current departmental needs are met and maintained while exercising extensive negotiation skills with vendors.
- Managing Cycle Counts and inventory programs using Maximo, MATMAN, Jamis and ICOREIMS achieving 99% net dollar inventory accuracy rate for all product categories.
- Handling, implementing and setting performance standards and goals for all warehouse employees. Using continuous improvement to streamline warehouse processes.
- Instrumental in developing warehouse safety programs and metrics on site level.
- Managing and ensuring that all company and personal property is on hand and properly accounted for.
- Creating and implementing a supply training program that is improving supply procedures two-fold from previous years.

**July 2017 – May 2018 - Lori Systems Company (Transportation and Cargo Tracking)-
Nairobi, Kenya.**

Position: Logistics Associate

- Managed, supervised, monitored and recorded the movement of agricultural products and coordinated deliveries.
- Monitored shipments of grains from Mombasa port and provided daily updates to cargo owners.
- Coordinated logistics with freight forwarders, couriers and other carriers for movement of agricultural products and grains in most cost-effective manner.
- Coordinated the domestic and international shipping process for food grains such as wheat and maize.
- Planned routes, products and processed shipments documentation for agricultural products from Mombasa port to our clients in Uganda/Rwanda.
- Liaised, built relationships and negotiated with logistic contractors. Managed relationships with third party logistics partners.
- Worked closely with the warehouse Manager to ensure appropriate storage procedures and systems were in place.
- Efficiently evaluated the costs of transportation, services and delivery schedules were within budget.
- Worked towards optimizing lead times, while working closely with operations director to identify inefficiencies in logistics and distribution.
- Strategically planned and managed warehouse loading and offloading activities. Ensured subordinates were performing to expectations (loading/offloading personnel and drivers)
- Conducted field visits to Depots, warehouses or project sites to monitor supplies and purpose actions to improve logistic arrangements.

July 2016 – Contract ended in July 2017 - The AIM Group Inc. (Administrative Support services project)- Juba, South Sudan**THE- AIM-GROUP****Position: Material and Property Control Specialist**

- Worked closely with project team members on procurement needs, provided advice on costs on specific requirements and logistics for safe delivery of freights both internationally and locally.
- Managed the department resources to execute the Cold-Chain quality assurance program and supported the daily operations.
- Defined roles and responsibilities for all employees involved in Cold-Chain process.
- Participated in setting up new bases/camps to support new projects and followed-up approved purchase orders to ensure adequate stock items for smooth project operations.
- Implemented internal and external control systems to ensure Purchase Orders were well prepared and executed within time to mitigate errors in advance before being approved.
- Maintained records and provided traceability of Property/Asset books and documentation through required inventory management accounting and made sure assets were properly tagged and accounted for.
- Verified materials or merchandise received against shipping/invoicing documents and accurately recorded discrepancies and/or damage to materials and ensured health products met appropriate quality standards.
- Managed people and project site operations which included; maintaining a database for suppliers, coordinating, designing, managing, improving and reporting on technical operations.
- Provided regular status reports to field offices and coordinated with the security personnel for flight requests, flight notifications and security clearances.
- Utilized material tracking system to properly account for issues, returns, receipts of new materials and ensured stocks get replenished as per set re-order points and quantities.

Dec 2014 – Jul 2015 - USAID/PAE Inc. (Humanitarian Health response project)- Monrovia, Liberia.**Position: Logistics and Operations Supervisor**

- Coordinated and managed shelter project implementation (activities, budget & project documentation) in line with proposals, strategies and donor requirements.

- Implemented the strategic procurement, such as strategic sourcing, supplier selection and evaluation, quality management and customer relationship management.
- Conducted company fleet (Vehicle and generators) weekly/monthly verification and analysis of mileage and fuel consumption log sheets.
- Worked across programme management and logistics functions to ensure that construction/procurement plans are robust and deliverable to enable appropriate, timely and high quality outcomes.
- Received, stored, recorded and issued Ebola medical supplies to doctors without borders for treating EVD (Ebola Virus Disease)
- Represented USAID/PAE in logistics coordination meeting and ensured coordination with partners, local authorities, ASPEN Medicals and UN/INGOs.
- Ensured disposal of non-usable and damaged assets were properly executed and documented, recorded and approved any asset sold or donated in line with USAID/PAE policies and guidelines.
- Managed security officers to ensure logistics infrastructure security including, selection, training and management of security staff and delegation of responsibilities for locking and material releases.
- Followed –up, coordinated vehicle insurance and registration, rental payments, fuel invoices, site purchases and ensured that all purchases were properly accounted for before payment was made.

**Apr 2012 - Dec 2014 - Automotive Management Services (National Maintenance Strategy)-
Kabul, Afghanistan**



Position: Operations and Logistics Manager

- Ensured all site concerns were well-addressed to keep a harmonious working relationship both with the employees and immediate superiors.
- Monitored the stock of available spare parts and planned for replenishment through procurement.
- Updated and kept company vehicle (Fleet) records and repair history in the company database systems, tagged company Asset and issued them out to the assigned user.
- Monitored company fleet, fuel and liaised with workshop supervisor in organizing minor and major fleet repairs, services and maintenance.
- Provided and optimized human resources through the design and implementation of necessary processes and procedures while hiring and training of local staffs to enhance site operations efficiency.
- Coordinating with vendors to get quotes for purchases, evaluating quotes, and presenting results to executive leadership.
- Forecasting inventory demands to prevent product excess and shortfall.
- Establishing procedures for managing return of damaged goods, replacement items, incomplete orders, shortages and appropriate credit arrangements.

OTHER SIGNIFICANT ROLES

Oct 2008 - Mar 2012: Fresh Delmonte Produce (Food and Beverages), Nairobi, Kenya
Position: Total Production Maintenance and KPI Coordinator

EDUCATIONAL BACKGROUND

2017: Assam Don Bosco University (India)
Bachelor’s Degree in Business Administration

2015: Kenya Institute of Management (Kenya)
Diploma in Management (Project Management option)

2003: Thika Technical Training Institute (Kenya)
Diploma in Mechanical Engineering (Production option)

PROFESSIONAL QUALIFICATIONS

On-going: Diploma in Procurement and Supply Chain Management
Africa Institute of Project Management Studies (AIPMS)

2018: Diploma in Supply Chain Management
Alison Online Training

CERTIFICATIONS

UN Volunteer certification in Ethics and Integrity (E-Course)
UN Volunteer certification in Cultural Awareness and Working in Cultural Environments (E-Course)
Operational Logistical Support of UN peace keeping mission certificate (Peace Operations Training Institute)
Humanitarian Relief Operations Certificate (Peace Operations Training Institute)
CERTIFICATE_UNFPA Prevention of Sexual Exploitation and Abuse
Road Safety WFP online course
Ebola Virus Disease: Awareness and Precautions for Peacekeeping Personnel
Preventing Corruption in Humanitarian Aid _ IFRC certification
Project/Program Planning Certification _ IFRC certification
BSAFE certificate_ UNDSS

MEMBERSHIP AND AFFILIATION

Associate Member for Kenya Institute of Management

REFEREES

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BMMI (US Embassy support program in South Sudan)
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