

Eugene Ochieng

P.O BOX 20-00510 NAIROBI-KENYA CELL: +9647821736597

E-MAIL: eugeneochieng13@yahoo.com

PROFILE:

I am dedicated, proactive, professional, and Experienced Logistical Manager who has extensive knowledge and experience of Logistical/Management and Contractor Acquired Property (CAP) Government Furnished Property (GFP). My general management style is of a democratic nature, I feel my strength is staff management and the development of others. I am ambitious and someone who relishes taking on a challenge and seeing it through to its final conclusion.

WORKING EXPERIENCE

KBR-Iraq Erbil

June 2018 -To Date

Position: Senior Property Specialist

Duties and Responsibilities

- Coordinate supply/procurement efforts (to include property control/inventory management).
- Monitoring and tracking requisitions/materials including ACL/UCO/LOTD Construction Projects and assisting customers with their orders and signing off when the supplies arrive and logging the information in records
- Performing property control activities to track government furnished property/equipment (GFE) and contractor acquired property (CAP), and maintain records in accordance with Approved Property Control Procedures, FAR regulations.
- Responsible for the development of logistical plans, policies, and procedures necessary to provide support in the logistics areas of supply, transportation, maintenance, and services
- Receiving, reviewing and processing Material and Subcontract requisitions including Project Controls, Project Manager Approval and up to final approval including ACO (Administrative Contracting Officer, DCMA).
- Create purchase request using Cost Point system for any items that reach the re-order point.
- Plan, manage, and deliver logistical support for a government contract in remote and austere conditions.
- Coordinates with customers to ensure desired logistics objectives, priorities, and schedules are met and communicated to management.
- Oversee air and ground transport operations, the operation of other detachments and related operations in personnel deployment, and procurement/supply operations.
- Receive property.
- Maintain the property database, Manage updates in Maximo on new acquisition assets or material requirement in the system.
- Produce reports for Senior Managers on a range of procurement related activities, documenting processes, procedures and decisions, making recommendations as appropriate
- Assists with the selection of bidders, preliminary bid evaluation, brand comparisons and final award of bids
- Conduct inventory assessments and audits.
- Plan and coordinate all safety, DCMA, calibration, assured grounding and quality assurance inspections. Organize bulk storage for various materials that include Tool Rooms.
- Mentors custodians in proper process and procedures as they relate to Government Property
- Assign Government Property Identification numbers (GP), prepare required schedule, and assist with identifying Lost, Damaged, & Destroyed property as well as excessive consumption

PAE Inc. (Pacific Architects and Engineers) IRAQ

Feb 2016 – June 2018

Position: Property/Material Control Specialist

Duties and Responsibilities

- Administers physical inventories of site Government Property
- Track and record movement of all types of Government property. This includes movement from one point to another within a contractor's facility, movement between facilities, for any purpose, and protection during movement.
- Works closely with Property Custodians to ensure overall accountability of assets
- Plan and coordinate all safety, DCMA, calibration, assured grounding and quality assurance inspections. Organize bulk storage for various materials that include Tool Rooms.
- Mentors custodians in proper process and procedures as they relate to Government Property

- Assign Government Property Identification numbers (GP), prepare required schedule, and assist with identifying Lost, Damaged, & Destroyed property as well as excessive consumption.
- Receives, checks in, and issues materials in support of construction and maintenance activities.
- Ensure that property records are accessible and appropriately controlled and maintained consistent with the nature of the business, property type, applicable policies and procedures, and customer requirements.
- Identifies problem areas and recommends viable solutions
- Applies property tags to all newly received assets to include the completion of records and archiving of data.
- Helps coordinate movement of materials and equipment to work locations and sets up work site.
- Completes and reviews records, maintains tools and equipment, and performs various cleanup activities.
- Develop and execute plans to inventory accountable property. The frequency and method of inventory may vary based on property type and established practices.
- Defines training requirements, employee skills, and promotes continuous improvement in quality addition, develops and implements performance standards. Ensuring that SOP, PCP, OSHA and FAR regulations and policies are being implemented in every process and activity within functional area of responsibility.
- Completes routine spot checks of site assets - Maintains logs and status records to include lost, damaged or destroyed items Warehouse operation receiving /issue.
- Administers production control, shipping and receiving of materials.
- Ensures proper planning, receipt, storage, and issue of all project material and the control of project furnished small tools and third party rentals.
- Responsible more than 3700 line items, daily basic inventory and report to HQ every month for 100% inventory
- Checks parts and materials for damage and verifies quantity, part number, and serial number of shipped items. Records and prepares status reports of requested and received items.

PAE Inc. (Pacific Architects and Engineers) Liberia

Dec2014 Aug -2015

Position: Logistics Supervisor

Duties and Responsibilities

- Coordinate supply/procurement efforts (to include property control/inventory management).
- Monitoring and tracking requisitions/materials including ACL/UCO/LOTD Construction Projects and assisting customers with their orders and signing off when the supplies arrive and logging the information in records
- Performing property control activities to track government furnished property/equipment (GFE) and contractor acquired property (CAP), and maintain records in accordance with Approved Property Control Procedures, FAR regulations.
- Responsible for the development of logistical plans, policies, and procedures necessary to provide support in the logistics areas of supply, transportation, maintenance, and services
- Receiving, reviewing and processing Material and Subcontract requisitions including Project Controls, Project Manager Approval and up to final approval including ACO (Administrative Contracting Officer, DCMA).
- Create purchase request using Cost Point system for any items that reach the re-order point.
- Plan, manage, and deliver logistical support for a government contract in remote and austere conditions.
- Coordinates with customers to ensure desired logistics objectives, priorities, and schedules are met and communicated to management.
- Oversee air and ground transport operations, the operation of other detachments and related operations in personnel deployment, and procurement/supply operations.
- Receive property.
- Maintain the property database, Manage updates in Maximo on new acquisition assets or material requirement in the system.
- Produce reports for Senior Managers on a range of procurement related activities, documenting processes, procedures and decisions, making recommendations as appropriate
- Assists with the selection of bidders, preliminary bid evaluation, brand comparisons and final award of bids
- Conduct inventory assessments and audits.
- Follow up with Vendors on purchase orders, to ensure all materials and parts etc. arrive on time, pricing issues tackled and unmatched Purchase Orders, to an invoice, are solved.
- Develop reports on property including 100% inventory.
- Supervise and train local staff.
- Manages, coordinates and oversees site logistics activities and day-to-day operations of inbound & outbound traffic for the site; including interface with vendors regarding all deliveries and related activities, movement of material within the site, maintenance of proper/accurate documentation, and communication with various internal departments.
- Receives reviews and processes high volume of material.

- Monitors, tracks, and/or verifies inbound & outbound material movement/movement schedules of material from/to vendors, PMO and/or within the site; including taking applicable corrective action
- Asset Management - Manages and/or coordinates the integrity of inventory.
- Serves as the primary point of contact for all parties (internal & external) concerning material movement.
- Manages and/or maintains receiving, warehousing and distribution operations by initiating, coordinating and enforcing program operational policies and procedures
- Manages the Transport.
- Ensure that fleets Management are in place and correct procedures are followed.
- Ensure appropriate disposal of assets as required during decommissioning of ETU as set forth by Decommission Plan.
- Ensure that all procurement and administration related payments are completed in a timely manner.

PAE Inc. (Pacific Architects and Engineers) IRAQ

Mar 2014 - Dec 2014

Position: Warehouse Supervisor

Duties and Responsibilities

- Manages the warehouse facilities which involve planning and directing the shipment, receipt, storage and issuance of materials and equipment.
- Responsible for warehouse layout planning, establishment of document files, preparation of required documents and reports.
- Confers with Supply Manager on the stock levels of supplies that need replenishing
- Ensure Requisitions authorized/processed by Purchasing are accurately issued to the end user
- Supervises and directs warehouse staff as required.
- Receives, checks in, and issues materials in support of construction and maintenance activities.
- Conducting periodic physical inventory of stocked items
- Daily activities involved work and proficiency in Inventory Management.
- Motivating, organizing and encouraging teamwork within the workforce to ensure set productivity targets are met
- Training staff and monitoring their performance and progress
- Overseeing stock control and processing orders
- Carrying out responsibilities for the use of automated and computerized systems
- Processing purchase requisitions, operating tracking system and files for all the requisitions processed.
- Responds to and dealing with customer communication by email or telephone
- Keeping stock control systems up to date and planning future capacity requirements
- Producing regular reports and statistics on a daily, weekly and monthly basis
- Briefing team leaders on the issues for that particular day
- Ensuring the health, safety, cleanliness and security of the work environment
- Input and update invoices for received goods thru SAP.
- Performing additional other tasks as maybe directed by the Logistics Manager.

JOMO Kenyatta International Airport

Jan 2013 - Feb 2014

Position: Logistics Supervisor

Duties and Responsibilities

- Coordinating all the logistical duties.
- Secure storage area.
- Verifies materials or merchandise against received documents. Notes and reports discrepancies and/or damage to materials.
- Ensure that correct supply request documentation for items/materials are produced with an approval from the departments.
- Supervise general fuel supply to vehicles, motor bikes and generators and proper records of maintenance and repair cost
- Prepare and submit detailed report to the manager.
- Developing and implementing logistics standard operating procedures.
- Preparing material control and accounting input for data processing and review output documents.
- Prepare and submit monthly report for all employees within my department.
- Generate work orders.
- Maintains records and provides traceability of documentation through the company accounting or tracking system.
- Shipping and receiving functions, including stocking containers.
- Ensure received, store and issued tools, spare parts, equipment, chemicals and hazardous materials (HazMat) coordination and processing of damage merchandise
- Performing inventories and cycle counts, unpacking and verifying shipments
- Shelving, bins, labeling
- Comply with materials controls and issue procedures
- Drive a service truck and operate materials-handling equipment

KBR UK -Kandahar Air Field (KAF)

Dec 2011- Jan 2013

Position: Materials Control Specialist.

Duties and Responsibilities

- Responsible for physically inventorying all the government equipment and materials in the yard to ensure that correct measures are taken to reduce/minimize discrepancies. Maintenance of inventory included storage,
- Arrangement, relocation/transfer, distribution and control of products.
- Removes materials from inventory and prepares for shipment.
- Verify accuracy and report all data for Report of Discrepancies, Lost, Theft, Damaged and Destroyed, Over- Short and make necessary corrections to conform with Project Management Plan requirements.
- Resolving issues with equipment and materials discrepancies.
- Trouble-shoot problems to solve issues that occur/ may occur Assist in material cost control and training, Identify and submit the proper documentation for Lost, Damaged and Destroyed (LDD) materials and equipment.
- Expedite items in a timely manner and maximize material availability and minimize surplus.
- Assist in the preparation, accumulation, and maintenance of materials control files, such as requisitions, purchase orders, etc.
- Review Customer Reconciliation Reports/Document Control Register for verification.
- Prepare monthly warehouse inventory report to be shared with the supervisor and logistics manager.
- Inventory database Maintain manual (Excel) ledgers parallel to the computerized as a short-term control tool.
- Preparing documents to support inventory management reports and proper classification of materials.
- Managing, distributing and filling of receipts, issue, turn- in and salvage records.

Kenya Air Force

Mar 2007 - Nov 2011

Position: Warehouseman/Material Handler

Duties and responsibilities

- Receive goods from suppliers/vendors and ensuring correctness of orders as per specifications.
- Receiving of items from store men and returns from user sections, Inspection of receipts, receiving, scrutinizing and verifying demands.
- Prepares receipts and inspection report for all new goods in warehouse in both hard copy and into the warehouse automated system.
- Receive/crosscheck all goods purchased for base operation services and accepts them in the warehouse receipts register against Purchase Order as evidence that goods have been delivered. All the goods shall be crosschecked and approved by the Procurement department end users before the items are transferred to stores.
- Stores identification and location, issuing of stock items, Stock taking, stores accounting and stock checking.
- Monitoring of stores on obsolescence, obsolete and redundancies. Stores receipt and distributing, Material handling and Packaging.
- Security and safety in stores. Stores layout, Stock and inventory control and Calculation of stock levels
- Selection, packaging and marshalling of items of stock for dispatch to various units.
- Conducts physical inventories in accordance with government regulations. Calibrates Government Furnished Property according to maintenance requirements.
- Assigns Government Property Identification numbers (GP), prepares required schedule and assists with identifying Lost, Damaged, excessive consumption & Destroyed property
- Tracks and records movement of all types of Government property. This includes movement from one point to another within a contractor's facility, movement between facilities, for any purpose, and protection during movement
- Performs physical inventories of Government Furnished Property (GFP) Kenya Air force.
- Performing other duties as assigned.

EDUCATIONAL AND TRAINING BACKGROUND

2008 -2009: Kenya Air Force Supply Training School.
2009: Certificate in Computer Operations
MARCH 2007- SEPT 2007: Basic Military Training
Kenya Recruits Training School
2003-2006: Nyabondo High School
Kenya Certificate of Secondary Education
1994-2002: Kabondo Primary School
Kenya Certificate of Primary Education

KNOWLEDGE AND SKILLS

- Knowledge of asset management, warehouse process and distribution administration.
- Knowledge and skills in analyzing and evaluating logistics management information system reports.
- Experience in cargo documentation, logistical movement control and freight custom, receipts, storage and issue.
- Expert user of standard army management information system (SARSS) and other warehouse management system.

REFEREE

Upon Request