**CURRICULLUM VITAE**

**Moses Sammy Ponda, Cpp, Cppm**

P.O Box 20 - 80108 Kilifi, Kenya

Telephone no: +254 723 909 630/ +254 773 431 859

Email: msammy06@yahoo.com

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| **Bio** **Data** |
| Gender: Male Marital Status: Married Date of Birth:17th Dec 1980  Nationality: Kenyan

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| **Personal profile** |

A strong team leader with a demonstrated ability to manage a diverse team. I have outstanding skills in bringing a team together to work towards a common goal and achieve extraordinary results by harnessing each person’s strengths and complement their weaknesses. Through leadership I have managed to mentor different people from entry level executives to management level gurus who have gone ahead to make an impact in various industries. |

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| **Education**  |
| **Jan-2016-Dec 2018 Bachelor program of Business Administration specialization in purchase and**  **supply chain management options** (Indian School of Management & Studies)

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| **Nov 2013-March 2014** | **Advanced Diploma in Procurement and Supply**  |
| Chartered Institute of Procurement and Supply (CIPS UK) Level V) |

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| **Jan 2013 - July 2013** | **Diploma in Procurement and Supply management** |
| Chartered Institute of Procurement and Supply (CIPS UK) Level IV) |

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| **Sept 2004 - July 2007** | **Diploma in Business Management Supplies Management option**(KNEC KENYA)level I,II & III National Youth Service Institute of Business Studies |
| **Sept 2016 - May 2018** | **Professional Diploma in Public Procurement (PDDP)** Global Practice of the World Bank and The Partner Institutions of Charter for Public Procurement Studies (CPPS). |
| **Professional****Certifications****Affiliate courses** | **Certified Purchasing Professional and Certified Professional Purchasing****Manager (CPP & CPPM)** (AmericanPurchasing Society)**WORLD BANK AND PARTNER INSTITUTIONS** Sept 2014 - Sept 2015: **Certificate Program in Contract Management** **(CPCM)** at Global Practice of the World Bank and The Partner Institutions of Charter for Public Procurement Studies (CPPS).Jan 2014 - Sept 2015: **Certificate Program in Public Procurement (CPPP)** at Global Practice of the World Bank and The Partner Institutions of Charter For Public Procurement Studies (CPPS).**UNITED NATIONS POPULATION FUND*** Introduction to procurement
* Ethics in procurement

**UNITED NATIONS*** Introduction to common UN procurement
* Ethics and integrity of the United Nations
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| **Skills** |
| * **Relationship management:** The ability to leverage interpersonal skills to establish rapport and develop sustainable relationships with all key stakeholders and ability to work in teams
* **Analytical Skills**: Good knowledge on market analysis, strategic thinker and considers total cost of ownership before purchase
* **Communication Skills**: Quick communicator who effectively conveys information both verbally and in writing. I am also a keen listener and a prompt feedback giver.
* **Planning and Organizing**: Ability to identify, analyse and prioritize activities and assignments, make necessary adjustments as required; foresee risks and allow for contingencies when planning.
* **ICT Competence**: Good command of Microsoft Office tools, word processing, data handling and processing, presentation, operating systems internet and ERP systems.
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| **Work Experience** |
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| **June 2018 - June 2020**  | **Self Help Africa** |

Position: PROGRAM SUPPORT ASSISTANT **Responsibilities:****Administration** * Provide general administrative support to KILIMO VC project team
* Organize and maintain project files and databases
* Make arrangements and organize for project related meetings, presentations, seminars and trainings take minutes in Project /committee/working group meetings
* Write letters and send them to appropriate bodies, and receive incoming mails that relate to the project Take records of all project items, and sees to it that they are adequately delivered to the various departments as directed by the programme Manager
* Support update of records on Salesforce database for all project partners, Donors and stakeholders Support the Office Manager in asset management processes.

**Logistics** * In liaison with the Office Manager, Coordinate project logistics including fleet management
* Review of log sheets /fuel analysis breakdown on a monthly basis and review of weekly vehicle logs submitted by the project drivers.
* Planning and scheduling of transport, supervising transport staff and maintaining proper records of vehicle maintenance and servicing
* Monitoring the use of vehicles and ensuring adequate controls over the use and movement of SHA vehicles

**Procurement** * Assist in procurement process in line with organizational guidelines in liaison with the internal policy
* Plan and coordinate procurement activities from purchase requisition stage to receipt of goods/services and delivery at their final destination, ensuring compliance with all required paperwork and supporting documentation
* Source quotations from suppliers on the approved vendor list
* Be secretary of the procurement committee and prepare comparative Bid Analysis (CBAs) and minutes for all procurement committee meetings
* Prepare purchase orders and documents in accordance with SHA policy on Salesforce
* Coordinate with the finance department in facilitating documentation for payment of invoices
* Closely monitor procurement tracking and communicate regularly with staff and field sites on procurement progress and delivery timelines.
* Support maintenance of a regularly updated supplier database and an up-to date price list for goods and services that SHA regularly uses
* Handle and monitor claims for defective or wrong supply of goods; delivery shortfalls and/or missing parts
* Ensure that the procurement and disposal of commodities are conducted in accordance with donor guidelines and are properly documented
* Assisting the program staff in creating clear and understandable purchase requests (PR) and other documentation

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| **July 2017 up to May 2018** | **Java House**  |

**Position:** Procurement assistant (procurement and logistics department)**Responsibilities:*** In liaison with the Manager Procurement, i determined the company’s purchasing needs fulfilment
* Ensure procurement best practice is followed using the detailed guidelines provided in the SOP Procurement Manual.
* Receive and review procurement requests and initiate procurement procedures for raw materials, company equipment, supplies and services in a transparent both locally and internationally.
* Preparation of Requests for Quotation, Initiations to Bid, Requests for Proposal and co-ordination of their timely dispatch.
* Liaising closely with Shipping /Freight Forwarding agents for timely import delivery & receipt of imported items.
* Filing, invoicing, record keeping, following up payments, order disbursement and distribution, responding to inquiries, quotations.
* Maintain appropriate records such as vendor quotes, purchasing requisitions, purchase orders and reports to ensure that the procurement process, decision, and contractual agreements are accurately documented for accountability and audit purposes.
* Analyzing invoices against receiving reports before authorization of payment to suppliers and making follow ups to ensure suppliers are paid on time.
* Monitoring purchases of capital or recurrent expenditure against budget and usage of goods and services within the organization to ensure minimal expenditure.
* Maintain regular contact with contracted vendors to monitor adherence to delivery period according to the terms of procurement agreement

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| **Jan 2016 up to July 2017** | **Royal Nairobi Golf Club** |
| **Position:** Procurement manager (head of procurement department)**Responsibilities:*** Reviewed procurement requests ensuring appropriate purchase specifications, purchasing method, proper authorization, and legal compliance are considered beforehand.
* Analysed current inventory, usage history, market trends and lead times which helped in planning hence freed up capital that was tied in stocks and helped to set sustainable operational readiness metrics.
* Initiated contracting, contract renegotiations, pricing trends analysis that helped to determine which cost saving opportunities to adopt.
* Conducted market surveys regularly that kept prices a breast helping the company to buy at competitive rates.
* Expedited supplier deliveries that ensured constant production and minimal out of stock trends
* Broadened supplier base through sourcing and pre-qualification of suppliers that brought in competent bidders hence improved quality, timely deliveries and minimized user complaints.
* Prepared and managed strategic procurement plans which enhanced effective monitoring and control
* Coordinated specification preparation, technical evaluation criteria including special terms and conditions that minimized user disputes and ensured effective timely supplier conformance.
* Drafted and ensured dissemination of job descriptions for procurement department staff that aligned with each employee duties and expected output which improved departmental performance.
* Trained, coached and mentored new and existing staff on usage of a new procurement system and new initiated better internal processes controls and procedures in procurement department for efficient, effective and sustainable performance.
* Rolled out supplier performance measurement against SLAS, KPIs and initiated corrective actions to resolve any performance inefficiency that led to improved supplier performance.
* Reviewed SKU inventory levels and identify excess, obsolete, non-moving and take necessary action with management approval that helped optimize inventory losses and reduced varieties.

**Achievements*** Initiated new stock issuing methods such as FEFO
* Introduced stock segregation for frozen and meat related products to avoid food poisoning
* Improved and restored lost confidence and deteriorated supplier relationships that led to robust competitive bidding amongst bidders
* Delivered 75 % breakthrough procurement cost reduction through robust vendor vetting
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| **Sept 2009 - Dec 2015**  | **Imarika Sacco Ltd**  |
| **Position:** Procurement officer (head Procurement Department)**Responsibilities:*** Executed the purchasing process from planning, approval, initiation, reporting to completion
* Instituted preparation of annual consolidated procurement and asset disposal plans Prepared, publish and distribute procurement and disposal opportunities including, invitation to tender, request for quotations and proposals, pre-qualification documents and invitations for expression of interest.
* Processed tender debriefing letters and contract agreements as per agreed terms and oversee execution of signed contracts.
* Oversaw tender opening, evaluation and negotiations in liaison with the appointed committee
* Compiled goods, works and services procurement reports for signing and dissemination to relevant authorities as per the statutory requirements.
* Maintained updated supplier list and ensured continuous pre-qualification to bring on board competent providers of goods, works and services.
* Managed to steered equal rotation and participation amongst the approved bidders list
* undertook the administration of contracts to ensure performance of contractual obligations in time
* Undertook the safeguarding and maintenance of procurement documents as required by law

 **Achievements*** Formation, establishment and running of the procurement department.
* Initiated direct branch supplier delivery that minimized operational costs as well as minimal tear and wear
* Established stock holding capacities for each stocked item which I monitored easily.
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| **Feb 2008 - May 2009**  | **Casino Malindi (Malindi Management Strategy)**  |
| **Position:** Food and Beverage Purchasing Officer  |

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| **Affiliations** |
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| **Memberships** * Chartered Institute of Procurement and Supply (UK)
* American Purchasing Society (USA)
* Kenya Institute of Supplies Management (KISM KENYA)
* Institute for Supply Management India(ISM INDIA)
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| **Hobbies and Interests*** Expediting, market survey and swimming
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| **REFEREES**1.**Harrison Tisho Bahari** Procurement Clerk, Ministry of Interior and Internal Coordination (Kilifi)  P.O Box 29-80108, Kilifi Telephone no: +254724653291  Email: harrisonbahari@yahoo.com2.**Josphat Kitsao** Finance Manager, Imarika Sacco ltd P.O Box 712-80108, Kilifi  Telephone no: +254724146783 Email: jaykitsao@gmail.com3.**Ernest Chea** General Manager, Royal Nairobi Golf Club P.O Box 40221-00100, Nairobi Telephone no: +254 715703730 Email:ernest.chea@yahoo.com |  |