# CURRICULUM VITAE

# **BLAKE MUKATU**

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## Professional Summary

Dedicated and detail-oriented Procurement and Supply Chain professional with a Bachelor of Commerce (Procurement and Supply Chain Management) from Kenyatta University. Experienced in procurement operations, vendor management, inventory control, and process optimization. Proven ability to manage competing priorities under tight deadlines and ensure efficient and cost-effective supply chain operations.

**Professional Achievements**

- Streamlined procurement processes during the internship at The Nairobi Hospital, reducing purchase order processing time by 20%.  
- Improved inventory accuracy through the introduction of routine stock counts, ensuring zero stock-outs for critical supplies.  
- Played a pivotal role in vendor selection by designing and tabulating RFQs, achieving a cost savings of 10%.  
- Developed a competency-based curriculum at Africa Vocational Education, enhancing educational outcomes for vocational students.  
- Managed over 300 voters as a Polling Clerk for the IEBC, ensuring compliance with election regulations and efficient operations.

**Key Skills**

-Procurement and logistics processes  
-Vendor management and contract negotiation  
-Inventory management (FEFO, GRN processes)  
-Record-keeping and data accuracy  
-Strong organizational and problem-solving skills  
-Proficiency in MS Office Suite (Excel, Word, PowerPoint)  
-Excellent communication (English and Kiswahili)

## Professional Experience

### Procurement and Stores Intern

The Nairobi Hospital | July 2019 – January 2020

- Coordinated procurement activities, including sending out and expediting purchase orders (POs) for prompt deliveries.  
- Verified and received incoming goods, ensuring quality standards and preparing GRNs.  
- Tabulated RFQs from bidders, facilitating transparent vendor selection.  
- Maintained a FEFO-based inventory system, ensuring optimal stock management.  
- Dispensed medicines and supplies to pharmacies and wards, adhering to safety and cleanliness standards.  
- Conducted routine and ad hoc stock counts, contributing to inventory accuracy.

### Content Researcher and Developer (Part-Time)

Africa Vocational Education, Researchers and Developers | September 2019

- Developed competency-based TVET curriculum aligned with learning outcomes.  
- Researched innovative teaching frameworks to enhance curriculum effectiveness.  
- Collaborated with the development team on various educational projects.

### Polling Clerk

Independent Electoral and Boundaries Commission (IEBC) | August 2017

- Organized polling stations and facilitated smooth voting operations.  
- Verified voter identities, assisted with voter queries, and maintained order.  
- Ensured compliance with election regulations under the direction of presiding officers.

## Education

1.**Bachelor of Commerce in Procurement and Supply Chain Management** Kenyatta University | 2015 – 2019  
2.**Certificate in Computer Skills (MS Office Suite)** Kenya Institute of Management | January – March 2014  
3.**Kenya Certificate of Secondary Education** Nyang’ori Boys High School | 2010 – 2013

## Training & Certifications

Procurement and Supply Chain Seminar, Kenya Institute of Supplies Chain Management (KISM), March 2019  
Mentorship Program, Kenyatta University Procurement and Supply Chain Student Association, 2018 – 2019

## Volunteer Experience

Community Service, St. Monica Children’s Home, Kahawa Wendani, November 2018

## Interests

Community development  
Research and innovation  
Soccer  
Cooking  
Reading  
Volunteering

## Referees

Available upon request.