



COLLINS ONGOMA SAKWA

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📅 01/11/1994 🆔 BK668742 🧑 Single 🏹 Male

👤 PROFILE

To be part of a team that support the organization and enabling it to achieve its strategic and operational objective.

To fully apply proven and developed competencies for mutual benefit, while making positive impact toward the organization's vision, mission and goals.

A professional with over 4 years cumulative experience with knowledge on Finance and Warehouse management. Professional experience reflects accounting, procurement and customer service.

📁 PROFESSIONAL EXPERIENCE

04/2023 – present
Nairobi, Kenya

Shop

Cashier Shop, Attendant and StoreKeeper
i. Sale of Products and Customer attendant.
ii. Ensure availability of products in the Shop.

08/2022 – 03/2023
Nairobi, Kenya

WadiDegla Runda Sports Club

Warehouse Administrator Officer
i) Receiving and issuing items in the stores which have been requested.
(ii) Generating Goods Received Notes (GRN).
(iii) Sorting, dispatching and filing invoices and other documents.
(iv) Capturing and processing stores data in the inventory module.

01/2022 – 04/2022
Nairobi, Kenya

Philmed pharmaceutical limited

Store Clerk
1. Maintaining an updated supplier's database in the system.
2. Provide purchased materials to the responsible receiving office and do all actions for completing the process.
3. Maintaining appropriate records to ensure that procurement process, decision and contractual agreement are accurately documented for accountability and audit process.

01/2019 – 12/2022
Busia, Kenya

Baraka Hardware

Accountant, Cashier
1. Receive and issuance of product items from the stores
2. Stock take in the Company to prevent understock or overstock.
3. Stock replacing to maintain stock levels.

09/2018 – 02/2019
Nairobi, Kenya

Kenyatta University

Procurement Internship

1. Generating local purchase orders/local service order and general record keeping.
2. Receiving, issuing functions and updating the same in the ERP Accpac system.
3. Review of invoices received from service procedures for office expenses.

EDUCATION

07/2018 – 12/2020
Nairobi, Kenya

Bachelor of Commerce Finance
KCA UNIVERSITY

02/2010 – 11/2014
Bungoma, Kenya

Kenya Certificate of Secondary Education (KCSE)
KHASOKO HIGHSCHOOL

SKILLS

- Digital analytical skills.
- Organization and supervisory skills.
- Good competencies leadership skills, creativity, critical thinking and versatility.
- Microsoft Excel
- Accounts Reconciliation

LANGUAGES

English



Kiswahili



INTERESTS

- Working Hard
- Market research
- Contract Negotiations

REFERENCES

BLANCHE WATUMA (HUMAN RESOURCE WADI DEGLA SPORTS CLUB), *Human Resource*, WadiDegla
Blanche.Watuma@wdclubsafrika.com, + (254)-740410376

JAMES AKWARA, *DIRECTOR BARAKA HARDWARE LTD*, Baraka Hardware limited
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