**CURRICULAM VITAE**



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**Address:** Kikambala, Klifi County.

**Religion:** Muslim

**Nationality:** Kenyan

**PROFESSIONAL QUALITIES**

* Accounts
* Procurement and Inventory Management
* Business Administration
* Sales & Operations

**CAREER OBJECTIVES**

* To secure a leadership role in a dynamic company that offers opportunities for professional growth and advancement.
* Seeking a challenging position in a competitive Industry where I can utilize my skills and experience to contribute to the success of the company.

**EDUCATIONAL QUALIFICATIONS**

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| **Period** | **Course** | **Institute** |
| Jan 2002 – Nov 2009 | Kenya Certificate of Primary Education | Diamond Academy Primary School |
| Feb 2010 - Nov 2014 | Kenya Certificate of Secondary Education | Sheikh Abdalla Alfarsy Secondary School |
| Jan 2015 -June 2015 | Certificate of computer programming | Memon College |
| Jan 2023 – Nov 2023 | Diploma in Business Management – Level 4 | Advancing Business Education (ABE Uk Studies) – Memon College |
| Jan 2024 – May 2024 | Higher Diploma in Business Management – Level 5 | Advancing Business Education (ABE Uk Studies) – Memon College |

**PROFESIONAL QUALIFICATIONS**

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| **July 2015 – July 2017** | **Sales executive at MFI Solutions****Roles & Responsibilities*** Marketing of electronic items (Kyocera Distributor)
* Tele-sales and marketing
* Reaching out to new customers
* Operations and delivery management to customers
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| **Aug 2017 – Present** | **Supply chain In charge at Mzuri Sweets Ltd, - Mombasa****Roles & Responsibilities*** Oversee all incoming and outgoing materials into the organisation.
* Stock Management
* Record keeping of imports and local raw materials
* Expense against budget recording and monitoring
* Inventory Management and stock take
* Organising transport to load finished goods to customers.
* Monitor and motivate junior staffs.
* Accurate control of inventory and finished goods by using of first in first out (FIFO)
* Arrange the finished, raw and packaging materials as per ISO standards.
* Ensure that the customer gets the right product at the right time.
* Ensure the delivery lead time is reduced to the minimum in order to complete customer order in time
* Organising the warehouse and label all the goods accurately according to ISO standards.
* Making sure suppliers have enough stocks to meet demand.
* Ensure targets are met.
* Oversee the warehouse team performance.
* Ensure the safety of the staffs in the warehouse.
* Ensure lessons and feedback are documented and acted upon.
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**LANGUAGES**

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| --- | --- |
| English | Well written and Spoken |
| Kiswahili | Well written and Spoken |

**REFEREES**

1. **MFI SOLUTIONS**
2. Mr Riaz – Branch manager

Mobile: +254 723 879 366

1. **MZURI SWEETS LIMITED.**

Mr. Hesbon Wafula

Mobile: +254 724 673 195

1. **MZURI SWEETS LIMITED**

Mrs. Hina Harania – Chief accountant

Mobile: +254 721 833 680.