**CURRICULUM VITAE**

**PERSONAL DETAILS**

**Name:**  Kapesa Chanda

**Physical Address:** Plot No 3069M Foxdale Roma Lusaka

**Postal Address:** C/O Mr. Simon Chanda,

 Head Quarters Zampost, Ndola, Zambia.

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**Email address:** kapesachanda6@gmail.com

**PROFESSIONAL SUMMARY**

I am Procurement officer with over 5 years working experience in strategic sourcing, contract negotiation, and supply chain management. Proven track record of reducing costs, improving supplier performance and ensuring timely acquisition high-quality materials and services. Adapted fostering supplier relationships, Analysing market trends, and implementing efficient Procurement Processes

**EDUCATION QUALIFICATIONS**

* Diploma in Business Administration - Athena Global Education 2022
* Diploma in Logistics, Material, and supply chain management - Cambridge International college 2020
* Certificate Business Management – Cambridge International college 2020
* Advanced Certificate inCIPS – ZAMIM 2015
* Grade 12 Certificate- Masala High School 2011

**AREAS OF Expertise and Study**

* Strategic sourcing
* Contract negotiation
* Supplier Relationships management
* Cost reduction strategies
* Supply Chain management
* Market Analysis
* Procurement process optimization
* Risk management
* Sage system
* MS office Suite
* Effective user of Sage Evolution

**WORK EXPERIENCE**

**Employer:** Educore Services (FQM Trident Limited)

**Period:** 1st May 2018 – 31 July 2023

**Position:** Procurement and Administrative officer

**Key Responsibilities**

* Maintain and organize procurement document such as Purchase orders, contract and supplier agreement
* Ensure all records of Procurement are up to date
* Handle communication with suppliers, Vendor and internal departments regarding Procurement matter
* Process Purchase orders and ensure timely delivery of goods and services
* Liaise with suppliers to confirm orders details, delivery schedule, and resolve any discrepancies
* Assist in monitoring Inventory level and coordinate with inventory management team to ensure stock availability
* Assist in the on boarding and registration of new suppliers
* Support in evaluating supplier performance and maintaining a database of Preferred Vendor
* Verify and process invoices for Payment, ensuring accuracy and adherence to contract terms
* Assist in Analysing Procurement costs and identifying opportunities for cost savings
* Conduct research on market trends, new suppliers, and products to support strategic sourcing initiatives
* Provide support to internal stakeholders regarding Procurement Policies and procedures
* Work closely with Finance, legal and operations departments to ensure cohesive Procurement procedures
* Contribute to continuous improvement initiatives within the procurement function

 **Employer:** Solwezi College of Nursing, Midwifery and Public Health

**Period:** 1stMay, 2017- 31st January 2018

**Position:** Assistant procurement officer

**Key Responsibilities:**

* Sourcing for the new suppliers to ensure competitiveness is always maintained.
* Prepare all vendor contract documents such as Local Purchase order (LPO)
* Ensure that vendor list is updated on continuous basis.
* Work closely with the Finance department to ensure timely payments to all vendors.
* Receive procurement requests from user department and clarify items specification with user department.
* Prepare and release requests for quotation in coordination with user department.
* Ensure that applicable policies, practices, and procedures are understood and complied by suppliers.
* Monitor and report on supplier performance, noting current and/or potential issues and/or inefficiencies.
* Ensure materials and service supplied meet established standards, survey markets for latest trends in price, availability, delivery, and quality.
* Collaborating with user projects and preparation of procurement plan to ensure timely provision of goods and services.

**Employer:** Barloworld equipment Zambia Ltd (Attachments)

**Period:** 1st February 2015 – 30th April 2015

**Position:**  Stores Officer

**Key Responsibilities:**

* Physically counting and taking stock of vehicle parts before dispatch to other stores
* Recording data into excel sheets.
* Receiving and processing incoming stock and materials
* Picking and filling orders from stock
* Shipping orders to and from and between suppliers and warehouses
* Managing organizing and retrieving stock

**Employer:** Honda Zambia

**Period:** 6th Jan 2015-30th June 2015

**Position:**  Stores Officer

**Key Responsibilities:**

* Inventory management
* Stock taking (accountable for identification of damaged and missing items)
* Ensuring that there is a continuous flow of stock.
* Bin location of items i.e., ensuring they are in the places they need to be.
* Recording stock received and well as dispatched into the system.
* Receiving and executing the purchasing requisition from the user departments.

**Employer:** Parmalat Zambia limited

**Period:** 6th January 2014 to 30th June 2014

**Position**: Stores Officer

**Responsibilities:**

* Monitoring and maintaining current inventory level
* Inspecting the quality and quantity of the received good
* Properly storing of goods in a designated areas
* Maintaining record of issued and returned items
* Keeping accurate record of Inventory movement
* Ensuring that the storage area complies with health and safety regulations

Employer: Miracle Life Church Zambia

Period: 1 March 2024 –

Position: Bookshop Assistant officer (Part-time)

Responsibilities

* Updating Inventory status in Sage
* Physical counting of books in Bookshop and warehouse
* Identifying the barcode in a sage by entering a serial number
* Processes payment using sage system
* Advising client about the new stock of books available

**PERSONAL ATTRIBUTES**

* Fast learner
* Fluent in English
* Positive minded
* Self-motivated
* Able to work with or without supervision.
* Goal oriented

**REFERENCE**

Mrs Vallery Lungu

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Human resources Coordinator

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Mrs. Veronica Kunda

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