

# LEWIS KABUE KAMAU - OPERATIONS MANAGER



## MY LIFE PHILOSOPHY

Integrity and accountability are the cornerstones of my professional ethos. I strive to uphold the highest ethical standards in all my interactions and take full ownership of my responsibilities, delivering results with honesty and transparency.

## PROFESSIONAL SUMMARY

Operations Manager with over 10 years of experience in project management, business operations, sales, accounting, and credit analysis. Proven ability to lead cross-functional teams, streamline processes, and implement strategic initiatives to drive organisational success. Skilled in financial analysis, supply chain management, and customer service, with a strong commitment to ethical practices and accountability.



✉ lewiskabue87@gmail.com

+9715 5712 7833

Jumeirah 1 Dubai, U.A.E.

## EDUCATION

- **BACHELOR OF COMMERCE AND BUSINESS ADMINISTRATION( FINANCE OPTION) .**
- **QUALITY CUSTOMER SERVICE TRAINING CERTIFICATE.**
- **OCCUPATIONAL SAFETY, HEALTH & FIRE TRAINING CERTIFICATE.**
- **PRIMARY AND HIGH SCHOOL DIPLOMA.**

## WORK EXPERIENCE:

### RELATIONSHIP MANAGER - (BPN GLOBAL).

**48 BURJ GATE TOWER,DOWNTOWN DUBAI UAE. | May 2024- July 2024**

- Conducted telemarketing to identify potential clients for bank account services.
- Managed the account opening process, preparing detailed reports and ensuring compliance with banking requirements.
- Coordinated between clients and banks, ensuring smooth transactions and timely payment processing.
- Organise all legal documents required in opening a bank account as required by the bank concerned in liaison with client and team leader.
- Carry out KYC analysis of potential clients to ensure they meet all required criteria.
- Liaise with the bank relationship manager and client to ensure a seamless and smooth account opening process.
- Ensure all payments due are collected and paid to the respective parties; banker and company in a timely manner.

### PROCUREMENT STORES & DISPATCH MANAGER - AQUA DELIGHT INVESTMENTS LIMITED.

**MOMBASA, KENYA. | Jan 2019 – Nov 2023**

- Generated daily reports on stock usage and production output, leading to significant reductions in material waste.
- Preparing stock usage reports of water produced against raw materials dispatched to the production team on a daily basis.
- Forecasted raw material needs and coordinated with production teams to optimize inventory management.
- Played a key role in achieving a sales turnover of KES 50 million in the first year of operations.
- Achieved a customer satisfaction of 95% through proactive engagement and efficient problem resolution.

**FIELD SALES REPRESENTATIVE - TARPO INDUSTRIES LIMITED.**

**NAIROBI, KENYA. / Dec 2011 – Dec 2018**

- Sale of Tarpaulins and related products including flat covers, fitted covers and shade nets.
- Provide clients with quotations; communicate efficiently and effectively sales details to supporting staff like deadlines, custom products specifications, variations on standard products materials chosen and reasons.
- Ensure proper handling of customer products/samples, as per company's ISO property handling procedure.
- Surpassed sales targets for tarpaulin products, contributing to a significant increase in company revenue.
- Developed and maintained strong client relationships, ensuring proper product handling and timely payments.

**CREDIT ANALYST - BAYER EAST AFRICA LIMITED.**

**(BAYER CROP SCIENCE DIVISION)**

**NAIROBI, KENYA. / Jan 2011 – Aug 2011**

- Conducted credit analysis and risk assessment for corporate clients, ensuring compliance with financial regulations.

**INTERNSHIP - BAYER EAST AFRICA LIMITED.**

**(SUPPLY CHAIN, IMPORT AND EXPORT FINANCE AND ACCOUNTING DEPARTMENTS)**

**NAIROBI, KENYA. / Feb 2010 – July 2010**

- Assisted in supply chain, import/export finance, and accounting departments, gaining hands-on experience in financial operations.

**INDUSTRIAL ATTACHMENT - AGRICULTURE DEVELOPMENT CORPORATION, HEADQUARTERS.**

**(FINANCE AND ACCOUNTING DEPARTMENT)**

**NAIROBI, KENYA. / March 2008 –April 2008**

- Supported finance and accounting teams with daily operations, including financial reporting and analysis.

HARD SKILLS	SOFT SKILLS
<ul style="list-style-type: none"><li>• Leadership &amp; Team Management</li><li>• Project Management Software; Microsoft Project, Asana, Trello &amp; Jira</li><li>• Financial &amp; Data Analysis</li><li>• Risk &amp; Credit Portfolio Management</li><li>• Negotiation, Networking &amp; Budgeting</li><li>• Procurement Policies &amp; Procedures</li><li>• Operations Management; supply chain management, inventory control &amp; quality assurance</li></ul>	<ul style="list-style-type: none"><li>• Analytical Thinking</li><li>• Customer Service &amp; Communication</li><li>• Emotional Intelligence</li><li>• Multitasking</li><li>• Problem solving</li><li>• Collaboration</li><li>• Adaptability</li><li>• Teamwork</li><li>• Time management</li><li>• Conflict Resolution</li><li>• Attention to detail</li></ul>