

OBED WERUNGA SONGORO



CONTACTS

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Obed Songoro

EDUCATION

2016 - 2020
Moi University
Eldoret, Kenya
Bachelor of Education

2011 - 2015
Ac Butonge High School
Bungoma, Kenya.
KCSE

SKILLS

- Leadership
- ERP Systems
- Excellent Communication
- Microsoft Excel
- Training
- Data Analysis
- Team Coordination
- Flexibility

INTERESTS

- Entrepreneurship
- Movies
- Dance & Music
- Book-Clubs
- Solving Problems
- Cultivating Relationships

REFEREES

Mr. Sunit Pariyar, ●●●●●
Logistics Manager, Qatar. ●●
+974 3389 4564 ●●●●●

Mr. Michael Esendi ●●●●●
Warehouse Supervisor, Qatar. ●●
+974 3096 4245 ●●●●●

Mr. Charles Wanyonyi
Chief Security Officer.
+254 724 689 425

EXPERIENCE

Al Ta'adhod Group - Assistant Logistics Supervisor
March 2023 - April 2024
Doha, Qatar

- Utilized the internal ERP management system proficiently, and streamlined loading/unloading by 80%.
- Provided administrative support the logistics officer by sharing weekly & monthly reports
- I maintained the company's product database to track air conditioners and ensure accurate stock levels.
- Generated logistic reports to to monitor and optimize stock levels for air conditioners.
- Led a team and ensured safety protocols, train staff, and maintain compliance with regulations in the warehouse.

Joape Medical Center - Administrative Assistant
July 2019 - February 2020
Shanzu Mombasa, Kenya

- Maintained accurate records of medical supplies, equipment, and pharmaceuticals, by tracking usage to ensure adequate stock levels.
- Acted as a central point of contact for internal departments regarding supply requests, and logistics coordination.
- I helped the internal team introduce a simple way of booking and scheduling shifts using google calendars and google forms.
- Prepared communication materials to educate and raise awareness about specific causes in the medical center.

St. Monica girls High School- Tutor
Learning institution offering high school education...
January 2019 - April 2019
Kitale, Kenya

- I planned and prepared 14 lesson plans weekly to cover form one and two learners.
- Researched, developed and implemented new teaching methods which increased class mean score by 36%.
- Planned and executed logistics for daily classroom activities, ensuring smooth operations.
- Facilitated student engagement in co-curricular activities, fostering teamwork and leadership skills.

VOLUNTEERING & MENTORSHIP

Volunteer, Mentor - **FABWIL Foundation**
<https://fabwillfoundation.org> - An organization that raises awareness on key societal issues.
July 2015 - Present
Eldoret, Kenya

- Teach, guide, counsel and facilitate a group of teenagers, with the aim of helping them on the path of transiting into responsible adults in a team of 5.
- Coordinate logistics for foundation activities, including donation drives and community outreach events.
- Mentor teenagers on life skills development, emphasizing responsibility and accountability.
- Manage inventory of donated goods, ensuring efficient distribution to orphanages and care homes.