

**Patronilla Wanjiru Mwangi**  
**P. O. Box 7107-00100**  
**Nairobi**  
**Email [petymwangi@gmail.com](mailto:petymwangi@gmail.com)**  
**Tel: 254 714915110**

Dear Human Resources Manager,

I have pursued a degree in Procurement and Contract Management and graduated. I am very proficient in knowledge of procurement process, policies and procedures, good time management and organizational skills, proficient in Microsoft Office programs and ability to handle multiple project simultaneously to meet goals and deadlines.

I believe an opportunity at your esteemed organization will home my skills and equip me with the necessary experience in a competitive job market.

Further, I have experience in sourcing quotations from prequalified suppliers and analyzing them, ensuring right description of items and samples are provided where necessary; sending out tenders and preparation of selected tenders contract when necessary, ensuring the right goods are brought at the right quality and the right quantity making me an all-round candidate for this position.

I particularly want to apply for this position because I believe it is a perfect opportunity for me to engage in a challenging, flexible, versatile, challenging and rewarding environment. I hope to contribute to your organization's culture and team through my experience in commitment, leadership creativity, analytical aptitude, curiosity, dedication to quality, taking ownership and responsibility of my work. I guarantee to be a team player that can positively contribute towards the company's goals.

I would kindly urge you to contact me via my email [petymwangi@gmail.com](mailto:petymwangi@gmail.com) or +254 714915110 as I am available immediately. In belief that my request will receive your most prudent response, do accept the expression of my distinguished sentiments.

Yours Respectfully,

**Patronilla Wanjiru Mwangi**

## CURRICULUM VITAE

### PERSONAL DATA

NAME : PATRONILLA WANJIRU MWANGI  
ADDRESS : P. O. BOX 7107-00100, NAIROBI  
MOBILE NO. : 0714915110  
EMAIL : petymwangi@gmail.com  
DATE OF BIRTH : 2<sup>ND</sup> NOVEMBER 1991  
SEX : FEMALE  
MARITAL STATUS : SINGLE  
NATIONALITY : KENYAN

### SKILLS AND COMPETENCIES

- Knowledge of procurement processes, policies and procedures
- Strong emphasis on accuracy and details
- Ability to handle multiple projects simultaneously to meet goals and deadlines.
- Proficient in Microsoft office programs such as Ms Word, Excel, Powerpoint and Access.
- Good time management and organizational skills

### PERSONAL ATTRIBUTES

- High level of motivation, integrity, commitment and professional responsibility.
- Ability to tolerate cultural, educational and religious diversity in the workplace.
- Excellent communication, time management, organization and presentation skills.
- A good team player with high degree of initiative, flexibility and tolerance.

### EDUCATION AND PROFESSIONAL QUALIFICATION

Jan 2016 –April 2021: Jomo Kenyatta University Agriculture & Technology  
(JKUAT)

Bachelor of Procurement and Contract Management

Jan 2015 – August 2015: Kenya Institute of Supplies Management (KISM)  
Chartered Institute of Procurement and Supply  
Diploma in Procurement and Supply (level 4)

Nov 2013 – Nov 2014 : University of Nairobi  
Diploma in Purchasing and Supplies Management  
(Attained Credit)

May 2012 –Nov 2012 : Mount Kenya University  
Certificate in Business Management  
(Attained pass)

Jan 2012 – April 2012 : African Institute of Research and Development  
Studies (AIRADS)  
Certificate of Proficiency (Microsoft Office)

Jan 2007 – Nov 2010: Muruguru Secondary School  
Kenya Certificate of Secondary Education

Jan 2001 – Nov 2006 : St. Teresa Girls Primary School  
Kenya Certificate of Primary Education

### **PROFESSIONAL CERTIFICATION**

- Active member of Kenya Institute of Supplies Management (KISM) Membership number 72581
- Active member of Chartered Institute of Procurement and Supply (CIPS) Membership Number 005582105

### **WORK EXPERIENCE**

**Jan 2016-December 2018:** Procurement Assistant, Lutheran World Organization

#### **Responsibilities**

- Issuing of already contracts and purchasing orders to the contractors and suppliers.
- Notifying the suppliers any changes in the management operations on time.
- Sending out tenders and preparation of selected tenders contracts when

necessary.

- Ensuring the right goods are brought at the right quality and at the right quantity.
- Sourcing quotations from our prequalified suppliers and analyzing them.

**Jan 2018-December 2019:** Store Assistant, Powerstar Supermarket Limited

**Responsibilities**

- Processing documents for several signatures as required by the policy.
- Providing clerical services such as processing purchase order.
- Providing systematic and organized filing system for all reports both in soft and hard copy.
- Making all followups with supplier to supply goods within the given time.
- Notifying the program any changes in prices in the market.

