



F. FIONA MALOBA

PROCUREMENT & SUPPLY CHAIN SPECIALIST
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Profile Summary

- Dynamic Procurement Manager with 6+ years of experience in reducing costs, implementing best in class procedures and driving category strategy along with performance.
- Well versed in supply chain, logistics, operations, supplier and procurement processes holding Certified International Procurement Manager (CIPM) and Certified International Procurement Professional (CIPP) credentials.
- Vast experience directing supplier selection activities including RFP's, legal agreements, performance monitoring and other aspects of supplier management. Demonstrated leadership of multi-operational sites.
- Familiarity with strategic sourcing, procurement, tender process and contract administration.
- Experience with common continuous improvement tools as well as solid understanding of using procurement tools and softwares with strong ability to analyze data and make data-driven decisions.

Skills

- Supply Chain Management
- SAP, ERP, CRM, Odoo, Spreadsheets, Tableau, SQL.
- MS Words, MS Excel, MS Outlook, MS PowerPoint
- Negotiation
- Project Management

Work Experience

- **PROJECT PROCUREMENT MANAGER** July 2021 - Present
Bynuna Military And Hunting Equipment Trading - Abu Dhabi UAE
 - Developed and maintained profitable relationships with 27 new vendors.
 - Coordinated logistics for over \$300,000 per year operations.
 - Identified cost-effective vendors and set up favorable contracts, saving \$50000 per year in penalties and late surcharges expenses.
 - Reduced corporate expenses by driving cost-effective vendor and supplier purchases.
 - Negotiated complex corporate procurement contracts by working closely with internal and external contacts.
 - Adhered to budget requirements with excellent planning and consistent expense monitoring.
 - Built successful project plans covering objectives, resources and staffing to meet schedules.
 - Determined the source of strategic materials by identifying potential suppliers and evaluating their technical expertise, manufacturing capacity, quality of service, and reliability.
 - Spearheaded in preparing and delivering periodic business reviews covering all aspects of performance including availability, fulfillment, item quality and pricing for Key Supply Chain participants.
- **CATEGORY MANAGER** Aug 2019 - Aug 2021
Copia Limited - Nairobi Kenya
 - Captured new customers by optimizing business strategies and launching products to diversify offerings.
 - Established, initiated and optimized business development strategies based on company targets, product specifications, market data and budget factors.
 - Implemented process improvements that reduced average purchasing cycle times by 25%.
 - Proactively managed our range and space agenda, using data to identify opportunities that drove category and brand sales, and executed these through customer range reviews.

- Authorized purchase orders and consumables through SAP and ODOO softwares.
 - Reduced costs by streamlining contract bidding and procurement processes to assure best prices for materials and services.
 - Obtained needed resources by strategically negotiating with stakeholders and outside suppliers.
 - Utilized data and generated insights to provide expert understanding and clarity of the category dynamics to drive category growth, penetration and premiumisation.
 - Managed, tested & learnt for new category programmes with customers and conducted measurement & evaluation to understand their effectiveness and efficiency, and value maximisation for company and our customers.
- **PROCUREMENT OFFICER** Jan 2018 - July 2019
Kenya Ports Authority
 - Procured goods and supplies while adhering to strict industry rules and procedures.
 - Organized distribution plans, delivery locations and technical specifications for imports and exports.
 - Performed monthly reconciliation of open purchasing orders.
 - Negotiated policies and contracts with vendors to achieve optimal pricing and consistent availability.
 - Solved diverse supply chain problems involving numerous sources, logistics and scheduling factors.
 - Reviewed proposals, qualified vendors and recommended optimal suppliers.
 - Handled customs clearances and documentation to deliver goods in compliance with laws and regulations.

Academic Qualifications

- **MBA** Expected in 2024
University of East London
Currently pursuing my masters in Business Administration
- **Bachelor of Business Management (Procurement and Supply Chain major)**
Mount Kenya University
Degree
- **Mobile software Program**
Modcom Institute of Technology - Nairobi, Kenya
Certificate
- **Information Computer Technology**
Talons Institute of Business Studies - Nairobi, Kenya
Certificate
- **High school qualification**
St. Brigid's High School - Kitale, Kenya

Certifications

- **CERTIFIED INTERNATIONAL PROCUREMENT MANAGER(CIPM)**
- **CERTIFIED INTERNATIONAL PROCUREMENT PROFESSIONAL(CIPP)**
- **Certified Supervisor Professional Certificate by ICPM(Institute of Certified Professional Managers)**
- **Successful Negotiation: Essential Strategies and Skills**
- **Digital Media and Marketing Strategies by University of Illinois at Urbana-Champaign**

Reference

- **Mr. Javed Iqbal - "Bynuna - Abu Dhabi UAE "**
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