

CURRICULUM VITAE

Contact Information

NAME RUFUS IRUNGU MUTHONI
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OBJECTIVE To Secure a responsible career opportunity and fully utilize my knowledge and skills in driving and inventory management while making a significant contribution to the success institution.

WORK EXPERIENCE **DERUJ DISTRIBUTORS LTD May, 2023 up to Date**
WAREHOUSE INVENTORY/STOCK CONTROLLER
Responsibilities:

- **Cost Accounting:** Monitor and control inventory costs through accurate recording, tracking, and analysis of inventory movements. Collaborate with the finance department to ensure accurate cost allocation and reporting.
- **Stock Taking:** Conduct regular physical inventory counts to reconcile physical stock levels with system records Using SAPMM. Implement cycle counting procedures to maintain inventory accuracy and minimise discrepancies.
- **Inventory Management:** Optimise inventory levels to meet production requirements while minimising carrying costs and stock-outs. Coordinate with production, procurement, and warehouse teams to ensure adequate stock availability.
- **Reporting:** Generate daily and compiling general monthly reports
- **Dispatch and Receiving:** Oversee the dispatch and receiving process to ensure timely and accurate handling of goods. Coordinate with logistics partners to schedule shipments, track deliveries, and resolve any issues or delays.
- **Process Improvement:** Continuously identify opportunities to streamline inventory processes, enhance efficiency, and reduce costs. Implement best practices and standard operating procedures to optimise inventory control operations.
- **Respond to emails** with material reservation information, Confirmations, and dispatch arrangements.
- Loading and offloading using combi forklift and pallet jack

ALMARAI COMPANY (SAUDI ARABIA) 03/2017 – 03/2023
WAREHOUSE INVENTORY/STOCK CONTROLLER
Responsibilities:

- Coordinate the receiving of incoming shipments, verifying contents against purchase orders and inspecting for damage or discrepancies.

- Monitor and maintain inventory levels to ensure adequate stock levels are maintained while minimizing excess inventory and carrying costs.
- Conduct regular inventory counts and reconcile physical inventory with records in the system to identify discrepancies and address any issues.
- Implement inventory control measures, including stock rotation, shelf-life management, and quality control, to ensure accuracy and integrity of inventory data.
- Develop and enforce inventory management policies and procedures to streamline operations and minimize errors.
- Prepare outgoing shipments, ensuring accurate picking, packing, and labeling of items for delivery
- Analyze inventory data to identify trends, track inventory turnover rates, and forecast future inventory needs.
- Prepare regular reports and dashboards to communicate inventory levels, stock movements, and key performance metrics to management.
- Collaborate with cross-functional teams, including purchasing, logistics, and sales, to optimize inventory levels and ensure alignment with demand forecasts and production schedules.
- Ensure compliance with regulatory requirements and company policies related to inventory management, safety, and security.
- Implement safety protocols and procedures to minimize risks and ensure a safe working environment for employees and visitors.
- Performing regular inventory counts and Making reservation and email follow ups to ensure the orders are shipped in a timely manner.
- Keeping stock control systems up to date and making sure inventories are accurate both physically and in the SAP system
- Making of LPO and PR
- Posting ERP and doing Weekly stock reconciliation physical stock v/s SAP.
- Establish best warehouse practices and protocols to achieve an efficient warehouse in terms of productivity, space utilization, and setup layout.
- Making Daily report for the goods produced and dispatched and the actual goods present in the warehouse.
- Perform inventory controls and keep quality standards high for audits.
- Loading and offloading items using combi forklift and pallet jack.

SOFT NET SOLUTIONS

2012-2014

Responsibilities:

- Marketing and selling the software's to different part of Kenya
- Demonstrating to the customers on how to use the software

EDUCATION	SENIORS DRIVING SCHOOL (BCE)	2014
	Bridge College Certificate in Supply management and logistics	Jan, 2009-Dec 2009
	Kiwani Computer and Business College Diploma in ICT	2005 - 2007
	Muguru High School Kenya Certificate of Secondary Education Grade (C + Plus)	2000 - 2003
	Karunge Pry School Kenya Certificate of Primary Education	1990-1999

**ADDITIONAL
SKILLS**

- Ms Office Suite
- Customer care
- SAP MM/ SAP/4 HANA Software (inventory management)
- Health and safety Training
- Sales and Marketing
- Communication Skills
- Driving

REFERENCES

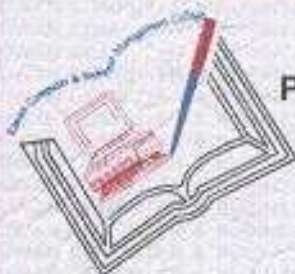
- Adrian THOMAS
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Tell: +966592408901/+254746389884
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Email: nellycjohns@gmail.com

KIWAN COMPUTER & BUSINESS MANAGEMENT COLLEGE

(AFRICAN REGION)

P.O. Box 66322-00800, NAIROBI, KENYA

Telephone: 020-251161



Diploma

This is to Certify that

Rufus Irungu Muthoni

has satisfactorily been trained and passed our Institution's examinations.

Conducted from 29th August 2005 to 6th Jan. 2007

Courses covered are: *Computer Engineering*

<i>Introduction to computers</i>	<i>— Credit</i>
<i>Ms. Windows</i>	<i>— Distinction</i>
<i>Ms. Word</i>	<i>— Distinction</i>
<i>Ms. Excel</i>	<i>— Distinction</i>
<i>Ms. Access</i>	<i>— Credit</i>
<i>Ms. Powerpoint</i>	<i>— Distinction</i>
<i>Adobe Pagemaker</i>	<i>— Distinction</i>
<i>Internet & E-mail</i>	<i>— Credit</i>
<i>PC. Maintainance & Repair</i>	<i>— Distinction</i>
<i>Networking</i>	<i>— Credit</i>
<i>Visual Basic Programming</i>	<i>— Credit</i>

Given under our hands on this 7th day of April 2007



Principal/Director

Head of Department

No. KCBMC 0606

The Kenya National Examinations Council



This is to certify that the candidate named below sat for the Kenya Certificate of Secondary Education examination in the subjects named below and qualified for the award of a

Kenya

Certificate of Secondary Education

THE CANDIDATE REACHED THE GRADE SHOWN IN THE SUBJECTS NAMED

MUTHONI RUFUS IRUNGU

M

204205/044

MUGURU SEC SCHOOL

101 ENGLISH
102 KISWAHILI
121 MATHEMATICS
231 BIOLOGY
233 CHEMISTRY
311 HISTORY AND GOVERNMENT
312 GEOGRAPHY
562 COMMERCE

GRADE

B (PLAIN)
C- (MINUS)
C- (MINUS)
C+ (PLUS)
C (PLAIN)
B (PLAIN)
B (PLAIN)
B (PLAIN)

SUBJECTS NAMED EIGHT MEAN GRADE C+ (PLUS)

EXAMINATION OF NOVEMBER/DECEMBER 2003



[Signature]
Secretary



[Signature]
Chairman

Kenya National Examinations Council

Kenya National Examinations Council

This is a secure document using special paper.
Please hold it up to the light to verify that the word
MITIHANI can be seen through the paper.

KCSE 2243833

Not valid without a hologram

(See overleaf)

5 Years Service Award

RUFUS IRUNGU MUTHONI

In appreciation of his continuous service with

Almarai Company

Kingdom of Saudi Arabia

01-01-2021

Date

Bander AIDahmash

DHRM - Farming

Signature





Certificate No.897



**BRIDGE
COLLEGE**

Where great minds connect

CERTIFICATE

This is to certify that

RUFUS IRUNGU MUTHONI

*having satisfied the requirements
for the award of Certificate in*

SUPPLY CHAIN MANAGEMENT AND LOGISTICS

Conducted from

5th January 2009

to

20th December, 2009

Wangji

Course Director



Rang H.

Head of Department



DRIVING LICENCE
REPUBLIC OF KENYA - JAMUHURI YA KENYA



Surname
MUTHONI
Other Names
RUFUS IRUNGU
Date of Birth
1982-06-06
Sex
Male
Blood Group
UNKNOWN

National ID No:
24088388
Driving Licence No:
WWR007
Date of Issue/Renewal
28 September 2014
Date of Expiry
21 January 2025



LICENSING OFFICER
ISSUED BY NATIONAL
TRANSPORT AND
SAFETY AUTHORITY

CATEGORIES OF VEHICLES		DATE OF ISSUE	DATE OF EXPIRY
A1			
A2			
A3			
B		28 September 2014	21 January 2025
C1		28 September 2014	21 January 2025
C		28 September 2014	21 January 2025
CE			
CD			
D1		28 September 2014	21 January 2025
D2			
D3			
E			
F			
G			



Certificate of Achievement

Rufus Irungu Muthoni

has successfully completed

Security Bytes: Phishing

October 03, 2022

A handwritten signature in black ink, reading "G. Bateman".

Gordon Bateman



Almarai Information
Security Program