**SHADRACK MWANGI**

291-01000, Thika Kenya.

**Mobile no**: 0702722087 **Email address**: [shadmwangi92@gmail.com](mailto:shadmwangi92@gmail.com)

**Personal Profile Statement**

A motivated, adaptable and responsible Computing graduate seeking a management position in your business which will utilize the professional and technical skills developed through past work experience in this field. I have a methodical, customer-focused approach to work and a strong drive to see things through to completion. In my current job, I have managed to grow the sales by 40% within one year. This was possible through team work.

**Achievements. .**

* Employee of the month for two consecutive months
* Member of Kenya Procurement Association (KPA)

**Education .**

**2014-2017 Bachelor’s degree in Procurement Chuka University**

* 2nd Class Honors upper division

**Relevant modules**

* Strategic Management Public Finance
* Business Accounting Business Law
* Computer Programming Business Strategies
* Marketing Principles Principles of auditing

**2009- 2013 St Francis Secondary School**

* Grade attained – **B+**

**2001-2008 Gituru Primary School**

* Marks Attained - 318/500

**Employment .**

**Feb 2019 – Present - Branch stock Controller (BSC) -NAIVAS LTD**

* Monitoring and controlling Stock levels
* Ensuring procurement process is followed when placing orders.
* Controlling Receiving and Back office operations
* Monitoring invoices and Updating them in the system
* Inventory movement management.
* Staff management.
* Periodical Sales report Generation

**June 2017- Dec 2017 Nduti Tea Factory**

* Preparing periodical reports
* Passing invoices for payment
* Store and supply management
* Reconciliation of bank statement

**2018-2019- Various Retail sectors**

**Qualifications .**

* Employability skills
* Computer Programming, office packages

**Skills .**

* Excellent knowledge in retail business operations
* Strong knowledge in Microsoft Office
* Strong know how in reports and presentation.

**Hobbies and Interest***.*

I enjoy reading non-fiction books, business related magazines, solving puzzles and socializing with friends and family

**References. .**

**Mr peter Maina. Mr Mutuma Peter,**

Branch Manager, Procurement Head,

Naivas ltd, Nduti Tea Factory,

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**Tel;** 0722859867**, Tel**; 0726769687,

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