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OBJECTIVE

Now seeking a challenging position with a major Organization that will utilize existing skills whilst providing opportunities for further professional development. in - **Procurement -Warehousing & Inventory Control and Logistics Management.**

Seeking a challenging position in a prestigious and esteemed organization that warrants an opportunity to not only learn but also demonstrate skills acquired over the course of my professional studies and career in a competitive and encouraging milieu, one that utilizes my strengths to the hilt while enabling me to grow and enhance my career growth.

CORE COMPETENCE / PERSONAL PROFILE

- **Procurement Management:**

Steering strategic sourcing through identification of cost effective vendors for procurement with an aim of reducing cost while improving quality & reliability, curbing costs of materials as well as negotiating the terms of credit with vendors, Ensuring that all related materials and services are procured according to respective plan and budget.

- **Warehouse Management:**

- Planning physical layout of warehouses for storage of materials (Locational details for Racks and Bins)- Managing operations by ensuring optimum inventory levels are maintained to achieve maximum cost savings by ensuring ready availability of material to meet production and dispatch targets. Preparing MRP (MRF) as per production floor needs by continuously tracking and maintaining inventory levels in the stores for all items.

- **Logistics Management:**

Controlling the flow of goods, information and other resources, including energy and people, between the point of origin and the point of receipt. Encompassing warehousing and transportation for distribution of the products by Coordinating with various departments and negotiating with transporters, shippers, to ensure seamless and cost-effective movement of consignment.

Career Summary

JULY 2017 TO FEB 2022 THALES COMMUNICATIONS AND SECURITY QATAR/DOHA METRO PROJECT

Warehouse supervisor

Job Responsibilities:

- Manages the flow of shipments both inbound and outbound in the manner that is most cost effective
- Manages Daily work operations across the Warehouse and effecting of the HSE policy
- Maintains records of Port to Port shipments from Supplier both Local and international and coordinate trucks/forklifts/cars for either inbound or outbound loading/unloading etc
- Maintains Sub-contractors record of materials issued to them and how and where its installed coordinating with Installation Supervisors
- Responsible for equipment tracking; data input, queries and reports using EXCEL spreadsheets
- Implements, coordinates, and manages all aspects of the supply/material program at assigned location
- Provides leadership to personnel through effective goal setting, delegation, and communication. Aligns goals of the section with the departments and company's goals, policies, and strategies
- Manages the requisitioning, tracking, receiving, issuing, shipping, disposal, and accurate accountability

AUG 2015- TO JUNE 2017 QD SBG CONSTRUCTION, DOHA, QATAR

POSITION: PROJECT STORE SUPERVISOR

JOB RESPONSIBILITIES:

- Receiving of materials from Suppliers, tagging Item codes and binning accordingly
- Raising Material Purchase Request for materials due for order to avoid stock outs
- Coordinating with procurement dept. for the delivery of materials in a timely and continuous way
- Updating inventory using JDEdwards (caudex) and the manual bin card daily
- In charge of subordinates training and HSES policy around the store yard

- Coordinating with Engineers on the stocks balances to give accurate re order plan forecast for 3mths
- Overseeing warehouse procedures and safety matters are adhered by coordinating with safety dept.
- Inventory on daily basis of materials held in warehouse across project site stores

AUG 2008 - DEC 2012 SERCO (ME) - DUBAI METRO PROJECT

POSITION: BUYER

Job responsibilities

- Renewal and variation of existing contracts by co-coordinating and managing of agreements to ensure that service levels and price competitiveness are maintained as agreements fully meet business needs.
- Support the promotion of Procurement and its role within the Business unit and wider company community in the Middle East and abroad by supporting the drafting of agreements for goods and services using model forms of contract
- Applying procurement expertise in the procurement of goods and services, including competitive tendering processes followed by evaluation of proposals, contract drafting, implementation and on-going commercial management
- Analyze market and delivery systems in order to assess present and future material availability
- Advising the business on procurement routes and procurement policies
- Ensuring that procurement services are delivered in accordance with company policy/Delegations of Authority and relevant legislation
- Ensuring the contracts/suppliers' database is updated continuously, and Updating financial systems; namely SAP and Oracle, in line with Company Policy and internal delegations of authority.
- Highlight the value of procurement in maximising commercial opportunity of minimal risk in accordance within company Directives, Policies and Processes
- Adherence to procurement process in accordance with procurement policy to demonstrate value of procurement in optimising commercial advantage at minimal risk. Provide audit trail of events in accordance with the code of Ethics and code of conduct
- Reflecting contractual commitment for budgeting purposes and provided a mechanism for facilitating invoice payment for the supply chain and submitting reports on monthly basis including - Pricing trends, Market info, Savings, Value concerns and Forecasting
- Providing progress reports and control and measuring performance against metrics and keeping the Project managers informed as to the procurement status in general, and matters important or critical to the project.

OCT 2005 – APR 2008. DAEWOO ELECTRONICS ME FZC.

POSITION: PURCHASE & LOGISTICS OFFICER

Job responsibilities

1: Stores & Warehouse Control

- Management and control of stock levels and Resolution of stock discrepancies
- Analyzing and reporting on stock variances in terms of quantities and value
- Ensuring correct documentation and transaction procedures on the stock system for accurate recording of stock movements including Stock turnover ratios Managing and reporting of stock losses

2: Procurement / Purchasing Roles

- Maintaining effective working relationships with suppliers by ensuring that they receive specifications on time
- Setting up and maintaining long term sustainable relationships with suppliers through the implementation of contracts
- Regularly reviewing both the company and supplier needs and ensuring continuous improvement with regards to service, delivery, quality and price performance
- Assisting in the implementation and maintenance of the Procurement Policy including BBEE Policy
- Setting and reviewing the procurement strategy for the company in line with the business objectives and ensuring the implementation thereof and the creation of policies, procedures and strategies to ensure optimization of the procurement function in support of company objectives.

3: Logistics

- Timeous deliveries to customers / sites including Resolution of customer complaints
- Responsible for the overall supervision and control of warehouse personnel;
- Establishing and implementing warehouse policies and procedures where necessary;
- Overseeing and revising all the systems generated reports related to warehouse operations to ensure compliance with quality standards;
- Organizing and supporting the vital warehouse processes: receiving, order preparation and dispatch; and managing **3PL** stock levels of different locations with efficiency in procurement, supply chain and distribution processes.
- Customs procedures for Imports and exports including QHSE policy administrator in all Warehouses including at 3 and 4 PL premises and Fleet control including report generation for vehicle accidents/service etc

4: Financial

- Monitoring costs & expenditure against budgetary constraints - Management of and responsibility for the Divisional profitability - Invoice Control

JUN 2004 to JUN 2006 - DGTL GULF FZCO - JEBEL ALI FREE ZONE. (OIL & GAS)

POSITION WAREHOUSE AND PURCHASE REPRESENTATIVE

Job responsibilities:

- Sending RFQ's to suppliers for stock replenishment: -Analyzing Quotations and Creating both International and local purchase orders as directed.
- Receiving goods from suppliers and counter checking for quality and quantity against the Delivery notes and Invoices
- Dispatching of goods from warehouse to various clients both local and international.
- Raising delivery notes and issuing loading diagram to loading staff including Market research for new suppliers
- Yearly evaluation of suppliers - Stock taking - Control of stocks
- Control of company cars account- Salik/service and - Staff supervision of staff 45 persons : Shift coordinator
- Certification of invoices from suppliers for quantity and quality - □In charge of QHSE in Dubai office
- Raising invoices to clients—and Follow up on goods purchased and dispatched
- Preparation of shipping invoices/packing list and overseeing loading in container/trucks ETC
- Acceptance/delivery and cargo breakdown to ensure customer satisfaction

2002- Apr 2003 EMVER PAINTS LLC – JAFZA - DUBAI

POSITION WAREHOUSE INCHARGE

Job responsibilities:

- Receiving paint and paint packing materials from suppliers both locally and internationally
- Receiving finished material from production and dispatching to clients as per confirmed supply Orders.
- Storekeeping and stock control – receiving- storing- binning-dispatch of material-
- Preparation of export material as per packing lists and overseeing loading in pickups /trucks and containers

1993-2001- EAST AFRICAN BREWERIES LIMITED- NAIROBI - KENYA

POSITION: PURCHASING AND STORES CONTROLLER.

Job responsibilities□

- Raising local purchase orders for Foodstuff/Crockery/Linen/Minerals/Furniture and building materials
- Receiving goods from suppliers□Issuing of goods to user department's □Stores coding (binning) □Sale of scrap and obsolete materials□Stores accounting □Certification of invoices from suppliers for quality and quantity □Ensuring goods storage policies are adhered to.

Personal Details

Marital Status: Married

Date of Birth: Oct. 11th 1971 -Nationality: Kenyan