**CURRICULUM VITAE**

**Kenneth Omari Kundu**

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**OBJECTIVE**: To work to the best of my ability with least supervision and learn all that I possibly can at individual and team level. To be part of the vision, make time bound decisions and maintain high standards of integrity and professionalism.

**EXPERIENCE: Bollore Transport & Logistics-EABL Site Jan 2020-Present**

**Shift Manager**

**Roles:**

* Review and alignment of operation plan for the shift and feedback to operation excellence planner.
* Ensure adherence to operation plan and report actual performance and gaps compared to plan to operation excellence planner.
* Ensure smooth operation in all section BEER, KEG,UDV and ISANDA (Returns).
* Ensure inventory reconciliation at beginning and end of shift.
* Ensure adherence of operations to SOP.
* Drive closure of gaps from resource (human and machines) roll call provided by Area coordinators.
* Communication and escalate issues internally and toward customers during the shift.
* Ensure compliance with statutory and company rules and regulations.
* Ensure adherence to health and safety standards, rules, government regulations and company policies and procedure.
* Drive the 5s and Kaizen processes for a clean warehouse operation.
* Responsible for the Contract Logistics client's warehouse operations and inventories both on planning, reporting and coordination
* Responsible for all the client's inventories by drawing the periodic stock take schedules and regular/daily cycle counts.

**Bollore Transport & Logistics-EABL Site Jun 2018-Dec 2019**

**Warehouse Supervisor**

**Roles:**

* Achieve high levels of customer satisfaction through excellence in receiving, identifying, dispatching and assuring quality of goods.
* Measure and report the effectiveness of warehousing activities and employee’s performance.
* Organize and maintain inventory and storage area.
* Communicate job expectations and coach employees.
* Determine staffing levels and assign workload.
* Maintain items record, document necessary information and utilize reports to project warehouse status.
* Identify areas of improvement and establish innovative or adjust existing work procedures and practices.
* Confer and coordinate activities with other departments.

**Gil Oil Company Limited Jan 2017- May 2018**

**Warehouse Coordinator**

**Roles:**

* Prepares purchase requisitions for the replenishing stocks and supervise/verify loading.
* Maintains files and excel sheet appropriately per stock item.
* Posting manufacturing journals, ledger ,GRN ,invoices and delivery notes into available ERPs(EnQuest)
* Prepares daily, weekly and monthly stock reports.
* Verifies ledgers, statements and supporting documents during posting.
* Handle and store packing material, raw materials, finished goods and bulk products.
* Stocktaking and generating stock position report.
* Ensuring all the invoices is updated in to the system.
* Ensuring cleanliness is maintained in the stores.
* Stocks reconciliations and generating variance report.
* Route logistic planning.
* Ensuring proper storage and handling of stocks

**Brookside Dairy Limited Jan 2012 –Dec 2016**

**Warehouse Supervisor**

**Roles:**

* Overall day-to-day leadership at the depot warehouse.
* Overall responsible for the stocks management in the Stores at the Depot.
* Management of product returns from the market to the agreed level.
* Planning, coordinating and monitoring the receipt, order assembly and dispatch of goods to the market in good time.
* Ensuring proper storage and handling of stocks.
* Generating stock order requirements.
* Implementing Human resources policies and procedures at the Depot level.
* Ensuring proper use of company assets and free from abuse.
* Route logistic planning.
* Preparation of daily and weekly reports.
* Stocktaking and generating stock position report.
* Maintains of stock level.
* Ensuring all the invoices is updated in to the system.
* Ensuring cleanliness is maintained in the stores.
* Ensuring timely deliveries of products to the markets.
* Stocks reconciliations and generating variance report.

**Brookside Dairy Limited May 2011–Dec2012**

**Stores Clerk**

* Receiving and inspecting all supplies.
* Stocktaking and generating variance report.
* Maintains inventory records.
* Ensuring cleanliness is maintained in the stores.
* Dispatch of products to the market.
* Forecasting
* Maintain proper rotation for dated and undated products.

**Rift valley Provincial Hospital Nakuru Mar 2010 -Aug2010** . **Industrial attachment**

* Prepare, maintain and review purchasing files, reports and price lists.
* Preparation of tender documents.
* Receiving of goods and inspecting.
* Maintain excellent store conditions.
* Issuing of drugs and non-dressing to nurses.
* Prepare purchase orders and send copies to suppliers.

**ACHIEVEMENTS**

• As stores supervisor I played a key role in the introduction and distribution of Tuzo milk in Uganda.

• I was among the few employees chosen to be trained on the new SYSPRO 7.0 ERP system so we can train others due to my ability to quickly learn new technologies.

• I played a key role in the increase in market share for Brookside milk in Western Kenya by facilitating increase of milk volume in our stores.

• I motivated my team to better themselves through education and dedication to duties and a result some of them was promoted and dispatched to other milk depots due to good performance.

**PROFESIONAL Kenya Institute of Supplies Management**

**BODIES** Membership no; 68422

**SKILLS & SYSTEM/COMPUTER LITERACY ABILITIES** Proficient in**: -**

• Working Knowledge with Company Systems (ERP) i.e. SYSPRO System for Brookside Dairy Ltd, En-Quest & Google Office Suite for Gil-Oil Company Ltd and SQUARE (Manhattan Associates)/SAP for EABL.

* Programs/Software Installation
* Windows Professional 8/7/Vista/Ultimate…
* Microsoft Office Operations version 2003/2007-2013.
* Internet and Emailing.

**WORKSHOPS&CERTIFICTES**

* Disaster management Red Cross Nakuru -2009
* Senior First Aid Red Cross Nakuru -2009
* Senior First Aid ST. John Ambulance -2015

**EDUCATION**

**Bachelor of Purchasing and Supplies Management 2012-2016**

Jomo Kenyatta University of Agriculture and Technology

**Diploma in purchasing and supplies management 2009-2010**

Kenya Institute of Management (KIM)

**Advance Certificate in Purchasing and Supplies Management 2008**

**Certificate in Purchasing and Supplies Management.**

Kenya Institute of Management (KIM)

**A-LEVEL U.A.C.E 2006-2007**

St. Peter's College, Tororo Uganda

**Kenya Certificate of Secondary Education 2002-2005**

Namwela Secondary School

**Kenya Certificate of Primary Education 1993-2001**

Lanet Primary School

**ACTIVITIES &HOBBIES**

* Sports (indoor games)
* Networking
* Graphic design

**REFEREES:**

1. Mr. Shem Ngonglo Commercial Manager Cotna Logistic Limited

NAIROBI-KENYA

TEL: +254 725141323

1. Mr. George Chege Waweru

Stores Manager Brookside Dairy Limited P.O. Box 236-00232

RUIRU-KENYA

TEL; +254 724 246 745

1. Mr. Michael Ogot

Operation Manager

Bollore Transport & Logistics-EABL Site

P.O Box 46586-00100

Nairobi, KENYA

TEL: +254 706268848

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