

JULIET ANYOSO

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PROCUREMENT AND SUPPLY CHAIN PROFESSIONAL

Dynamic and results-oriented Procurement and Supply Chain Professional with extensive expertise in strategic sourcing, vendor management, contract negotiation, and inventory control. Proficient in optimizing procurement processes, implementing e-procurement systems, and ensuring regulatory compliance while maintaining ethical standards. Experienced at cost reduction, supply chain risk management, and leveraging data analysis for informed decision-making. Skilled in logistics coordination, tendering, and bid evaluation, with a strong focus on fostering cross-functional collaboration and building sustainable supplier relationships. Experienced in integrating technology into procurement operations and promoting green procurement practices to drive efficiency and organizational value.

SKILLS AND EXPERTISE

- Strategic Sourcing and Vendor Management
- Contract Negotiation and Management
- Procurement Process Optimization
- Supply Chain Risk Management
- Regulatory Compliance and Ethical Practices
- Inventory and Stock Control
- Logistics and Distribution Management
- Cost Reduction and Budget Management
- Tendering and Bid Evaluation
- Proficient in ERP systems, SAP, Oracle

EDUCATION

Certified Procurement And Supply Professional Of Kenya (CPSP-K) Kenya Institute of Supplies Management	2022 - 2024
Bachelor's Degree Purchasing and Supplies Management Kisii University	2012 - 2015

CERTIFICATION AND MEMBERSHIP

- **Certified Procurement And Supply Professional Of Kenya (CPSP-K)**
- Member Kenya Institute of Supplies management

PROFESSIONAL EXPERIENCE

Procurement, Admin and Human Resource Officer **January 2025 - Current**
Light For The World Kenya

- Achieved 20% cost savings by renegotiating supplier contracts and streamlining the procurement process.
- Implemented an automated inventory system, reducing stock shortages by 40% and improving operational efficiency.
- Developed procurement policies that enhanced compliance and reduced purchasing cycle time by 25%.
- Built strong relationships with vendors, reducing lead times by 30% and ensuring consistent supply chain performance.
- Streamlined office processes, reducing administrative costs by 15% through automation and policy updates
- Designed and enforced company-wide policies, resulting in improved operational consistency and compliance.
- Coordinated contracts for office supplies and services, achieving a 25% reduction in operational costs.

- Increased employee retention by 25% through enhanced engagement initiatives and wellness programs.
- Established a mentor-mentee program, increasing new hire productivity by 20% within their first 90 days.
- Organized regular team-building activities and company tours to help new employees acclimate to the organizational culture.

Procurement cum Administrative Officer
Nova Pioneer

October 2021 - December 2024

- Led procurement initiatives resulting in 10% cost savings by identifying cost-effective suppliers and optimizing procurement processes.
- Negotiated favorable contracts with key suppliers, reducing procurement costs by 15% while maintaining high-quality standards.
- Collaborated with cross-functional teams to ensure timely and cost-effective procurement of goods and services, minimizing delays and enhancing operational workflows.
- Designed and executed procurement plans, achieving zero stock-outs for critical supplies over a two-year period.
- Conducted market research to identify cost-saving opportunities and assess supplier performance, leading to a 15% improvement in supplier quality compliance.
- Streamlined inventory management processes, reducing stock discrepancies by 20% through accurate record-keeping and regular stock audits.
- Spearheaded the implementation of e-procurement strategies, reducing procurement cycle times by 25% and improving transparency in procurement processes.
- Conducted rigorous evaluations for tenders and RFQs, enhancing supplier selection accuracy and increasing supplier performance by 15%.
- Prepared statutory procurement reports with 100% compliance to regulatory standards, ensuring readiness for audits and maintaining organizational integrity.

Procurement Intern
IPOA Public Service

January 2021 - October 2021

- Helped maintain optimal inventory levels through effective stock management and control, reducing stock discrepancies by 15%.
- Contributed to the smooth handling of procurement tasks by assisting in the issuance of LPOs/LSOs, ensuring timely procurement as per approvals.
- Built and maintained strong vendor relationships, contributing to improved on-time delivery and better quality of procured materials.
- Prepared and filed procurement statutory reports with 100% compliance, ensuring accuracy and readiness for audits.
- Received and recorded invoices with supporting documents, ensuring seamless communication between procurement and finance departments for timely payments.
- Helped identify cost-saving opportunities during the tender and RFQ evaluation processes, optimizing procurement expenditures.
- Managed aspects of the end-to-end procurement process under supervision, from vendor selection to contract execution, gaining valuable hands-on experience.

Trainer
Siaya Institute Of Technology

June 2017 - January 2021

- Successfully equipped trainees with practical and theoretical skills in their areas of specialization, leading to a 95% pass rate and improved career readiness among students.
- Designed and implemented tailored training programs, enhancing the learning experience and boosting engagement levels.

- Played a key role in preparing and maintaining minutes and records for the Open Distance and Flexible Learning (O.D.F.L) department, ensuring smooth operations and efficient documentation.
- Actively participated in the opening and evaluation of tenders and RFQs, contributing to the selection of cost-effective and high-quality suppliers.
- Supported procurement compliance by ensuring tendering processes adhered to regulatory and institutional standards.
- Introduced interactive teaching techniques and tools, resulting in a 20% improvement in student engagement and retention.
- Conducted regular assessments and feedback sessions, adapting training methods to meet individual trainee needs.

Storekeeper

January 2016 – December 2016

Ebukoolo Secondary School

- Implemented efficient stock control measures, reducing stock discrepancies by 15% through regular audits and accurate record-keeping.
- Maintained optimal inventory levels, ensuring zero stock-outs for critical items and minimizing overstocking.
- Handled all invoices with precision, ensuring timely payments and reducing errors in the payment process by 20%.
- Identified and negotiated cost-saving opportunities with suppliers, contributing to a 5% reduction in overall procurement expenses.
- Conducted periodic reviews of supplier performance, ensuring compliance with quality standards and timely delivery.
- Maintained accurate and up-to-date procurement records, ensuring adherence to organizational policies and regulatory requirements.

Procurement Intern

August 2015 – November 2015

Gusii Institute Of Technology

- Prepared detailed monthly reports as required by the supervisor, ensuring 100% accuracy and timely submission, which facilitated informed decision-making.
- Consistently checked and recorded prices for goods received, contributing to a 10% improvement in procurement cost tracking and vendor accountability.
- Followed up with suppliers to resolve delays and address issues promptly, reducing delivery lead times by 15% and ensuring smooth supply chain operations.
- Assisted in the review of procurement systems and processes, recommending improvements that enhanced efficiency and compliance within the department.
- Successfully managed and updated the supplier database, improving data accuracy and ensuring reliable supplier communication for future procurement activities.
- Collaborated with the tender committee in opening and evaluating tenders, ensuring transparency and compliance with organizational and statutory procurement guidelines.

REFERENCES

Emmanuel Mulembo

Procurement Officer

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