

GEORGE NJOROGI GITAU
P.O Box 54915-00200,
Nairobi, Kenya
Tel: +9647902226524
Email: gitaung@yahoo.com or gitaunjo@live.com

Career Profile

I am adaptable (property/logistics specialist) with extensive experience in; inventory control, deadlines, material handling, inspection, shipping and receiving. I am focused on continual process improvement while being familiar with all aspect of logistics while ensuring professionalism, loyalty and morale through effective leadership and constant communication.

Achievements

- Through continuous learning I have grown and developed myself from a warehouseman to a senior property specialist.
- Trained and mentored 10 new warehouse staff members for deployment to new sites that were opening.
- Voted Employee of the year following delivery of high standard logistics services to the company between January and May 2010.
- Created and implemented a systematic arrangement that works with field mentoring to optimize operational effectiveness by 50%.
- Trained a batch of new hires in logistics dynamic immediately after receiving training for the same following excellent in grasping logistics concepts.
- Single handedly picked 50 orders in a day, on an unusually busy day at work.
- Implemented a series of programs, which increased the safety of the warehouse by 50%.

Skills Summary

- | | |
|---|--|
| • Inventory control | • Inventory tracking |
| • Procedure development | • Knowledgeable of quality control standards |
| • Production and inventory control manager | • Warehouse and fulfillment |
| • Team building | • Detail oriented and Analytical skills |
| • Process improvement strategies | • Critical thinking and Conflict resolution |
| • Order processing | • Procurement specialist |
| • Time management | • Budget management and scheduling expenditures |
| • Spreadsheet management | • Proficient in warehouse management systems, Maximo and Citrix (Exceed) |
| • Microsoft office, Excel, word and Outlook proficiency | |
| • Ability to perform light to heavy lifting | |

Core qualifications

- Safety Management
- Inventory Management
- Heavy Machinery Operation
- Warehouse Operations (Military/civilian)
- Construction and Manufacturing
- Team Leadership

Work Experience

Procurement Coordinator , PAE FOB UN-III, Baghdad, Iraq.

Oct 2018-to date

Job Responsibilities

- Aided and guided staff in resolving problems, conflicts and claims arising during the procurement process from bid process to contract execution.
- Purchases of all type of Materials and equipment's required for the company's operations and carry out market survey for source generation and compare price comparison to be able to purchase material in minimum possible optimum prices.
- Enters data in Maximo and operating material for replenishment for MRP materials requested for projects
- Develops, analyzes, and implements methods and procedures of bids and Completion tenders to ensure they are completed adequately, logically and in accordance to regulations, departmental policies and procedures.
- Invitation to bid (ITB) is sent to vendors, as per parameters mentioned on strategy. Technical and Economical evaluation shall be done, to prepare awarding recommendation to Contracts Committee. Acceptance of contract by supplier/Contractor and delivery of Insurance Bonds. Delivery of contract to Contract Manager (user) for its management.

Senior Property Specialist, PAE US Consulate Basra,

JAN 2017 to Oct 2018,

Job Responsibilities

- Administered and managed physical inventories and production control of Government property
- Worked closely with lower level property staff and property custodians to ensure overall accountability of assets
- Mentored lower level property staff and custodians in proper process and procedures as they relate to Government property.
- Identified arising problems/issues and recommending or implementing viable solutions.
- Ensured tagging to all newly received assets to include the completion of records and archiving of data.
- Completed routine spot checks of site assets
- Maintained logs and status records to include lost damaged or destroyed items
- Tracked government, contractor, or company property in accordance with applicable government regulations and corporate policy as directed by the country property manager
- Directed and oversaw a team of property specialist to ensure contractual and regulatory compliance
- Enforced of SOPs in accordance with the company policy.
- Maintained accurate and timely document control operation for audit compliance
- Collaborated with country property manager to resolve property administration issues
- Provided property related technical support and written recommendations to the field

Property Specialist, PAE US Consulate Basra,

MAY 19, 2014-JAN 2017,

Job Responsibilities

- Maintained accountability records for government property used in contract performance.
- Ensured official records are recorded for all GFP provided to the contractor to perform contractual responsibilities.
- Ensured all physical inventories are performed and reconciled on a cyclic basis and completed

annually.

- Prepared Lost Damaged Destroyed, Theft (LDD&T) reports for Logistics Managers signature
- Performed reviews of all departments within the program that have property assigned, to assure compliance with all directives and procedures.
- Submitted all requested improvements to the Property Control Plan and conduct periodic self- audits.
- Provided and recorded status reports of all requested and received materials.
- Ensured the contractor meets all aspects of and requirements to the Federal Acquisition Regulation (FAR) Part 45 and 52, government agency policies and the contractor's policies associated with government furnished property.
- Performed other qualified duties as assigned

Lead Procurement Coordinator

PAE US Embassy Baghdad

FEB 17-MAY 2014,

Job Responsibilities

- Held regular meetings with staff and contactors to discuss department's performance and resolve any issues in Procurement process.
- Coordinated staff and ensured all activities in Procurement run as scheduled.
- Maintained and reviewed all records of purchased goods including their costs, deliveries and inventories.
- Conducted toolbox, safety and department meetings as per company requirements.
- Made sure all the data such as suppliers Products and prices are up to date.
- Carried out market analysis to get the best purchasing deals.

Procurement Coordinator

March 2013-Feb 16, 2014

Jobs responsibilities

- Updated the purchase orders on to the procurement software.
- Updated PO/PR with waybill numbers on a weekly basis.
- Planned vendor deliveries against the vendor logbook.
- Produced a weekly report on PO tracking and payments.
- Received and signed for program supplies as per PR and PO in the absence of the Procurement Manager, assisted with procurement.
- Cargo dispatch arranged for all shipments and maintained freight forwarders.

Logistics Specialist

APRIL 2012 - MARCH 2013

Jobs responsibilities

- Supervised personnel in the warehouse, logistics sections Scheduled and conducted inventories
- Oversaw the transfers, adjustments, turn-ins, issues, receipts and controls of all properties
- Entered data into multiple databases, conducted extensive searches for information pertaining to complex and/or unusual supply transactions and patterns, assists hand receipt holders in preparing lost/damaged statements for lost, destroyed or damaged property and discusses problems with hand receipt holders for clarification and settlements of discrepancies.
- Updated databases retrieved data and used data to respond to a variety of customers.
- Drafted policies, procedures, plans and guidance for supply and services operations.

- Implemented and adjusted procedures for receipt, storage, issue and document control of accountable supplies and equipment.
- Directed personnel in making decisions and recognizing problems relating to such determinations and needs for property review, detection of discrepancy caused, and adjustments, etc.
- Provided technical guidance, training the warehouse/inventory control staff, monitoring and reviewed work performed.
- Investigated and reconciled discrepancies and reports those that could not be resolved to the logistics manager.
- Executed and established functions, including development or modification of local procedures in accordance with guidelines established by the logistics manager.
- Coordinated flights, routing, load planning and prepared TMR (Transport Movement Request)

Supply Specialist

MAY 2010-APRIL 2012

Jobs responsibilities

- Directed all policies, procedures and processes on all inventory issues
- Developed and maintained ordering disciplines, stabilized purchase disciplines and established standing purchase order for critical stock when necessary
- Interrogated all customers' orders in conjunction with sales department before presenting to the stock control manager for action.
- Managed and kept a watch over significant changes in ordering patterns, over and under ordering in comparison to consumption rate and forecast.
- Planned annual stock takes, cycle counts and periodic counts.
- Organized the inventory management department ensuring quality standards of output.
- Identified slow moving, obsolete and damaged inventory for decision making purposes.
- Liaised with suppliers pertaining to inventory levels and their related returns.
- Formulated optimal inventory levels, EOQ, re-order levels, max & min levels.
- Prepared and reported to the management on all required inventory reports.

Receiving & Inventory

US Embassy Baghdad

AUGUST 2008-APRIL 2010:

Jobs Responsibilities

- Managed the stock integrity practices and investigating stock levels
- Ensured stock accuracy and alignment of stock files across the warehouse
- Received supplies, enhanced the enforcement of stock control policies and procedures
- Rotated stock using the FEFO, FIFO and LIFO technical methods
- Analyzed and updated the system to maintain records of all related stock transactions
- Conducted daily stock cycle counts and preparing the inventory accuracy report
- Prepared stock efficiency reports, adjusting and reconciled the stock discrepancies
- Verified and inspected the delivered physical stock against the delivery and requisition documents
- Organized, planned, scheduled and supervised stock taking exercise
- Received, Inspected, checked and confirmed the receipt against the delivery and materials requisition documents

- Prepared shortage and damaged materials report
- Reported equipment defects and ensuring equipment maintenance program is properly followed
- Routed, loaded and stored the goods to the appropriate locations
- Scheduled the personnel to picking customers' orders, packing and wrapping the merchandise ready for delivery
- Supervised and assisted in daily warehouse and shipping activities including filling customer orders, ensuring safe and accurate shipments
- Managed inventory accuracy through cycle counts, stock takes and audit of the same to verify results
- Established, maintained and promoted high standards of customer service.
- Maintained safe work practices and conducted frequent toolbox topic

Warehouseman, US Embassy Baghdad

NOV 2007-AUGUST 2008:

Job Responsibilities

- Operated electric and Manual Forklift.
- Received materials and inventoried records.
- Prepared finished products for shipment or storage by placing materials in shipping containers.
- Verified materials against received documents.
- Complied with all Health, Safety and Environmental quality assurance requirement and goals, maintaining a safe workplace and always wearing personal protective equipment.
- Moved materials to construction zones and trucks using cards, hand trucks, and forklifts; installed protective devices to prevent shifting or damage to transported items.
- Noted and reported discrepancies and/or damaged materials.
- Examined stored materials and reported deterioration and damage.
- Received, stored, and distributed material, tools, equipment, and supplies throughout warehouse.
- Created and maintained safe working environment by maintaining work area and upholding safety regulations.
- Maintained records and provided traceability of documentation through a tracking system.
- Coordinated movement of materials and equipment to work locations and sets up work site.
- Created detailed daily, weekly and bi-weekly reports in tracking materials received and accepted.
- Monitored parts and components quantities received from vendors and identified problem.
- Supervised overtime employees.
- Made inventory adjustments in the system.

Education and Professional Qualification:

- May 2020-Disasterready.org, Online Course, Received Certificate on [Procurement and Logistics](#)
- June 2020-Disasterready.org, Online Course, Received Certificates on shelter and settlement, Modules 1-5
- May 2018-Udemy Collage, Online Course, Received Certificate on Excel 2016 Training
- May 2018-IBM-Online Course, Received Certificate on [Maximo Management](#)
- April 2011-October 2011
- Institute of Logistical Management-Distance Learning Course Certificate in Supply Chain Management.
- September 2010 Received Certificate in Business Management an Online Course
- 1997 Rocky Driving School- License Class B.C.E.- Heavy Commercial and Light Vehicle
- 1991-1993 Nairobi Industrial Training Center- Mechanic Grade III
- 1987-1990 Aquinas High School- Kenya Certificate of Secondary Education "O" Level