

Abdi Abdirahman Abdullahi

Home Couty . Garissa, Kenya.

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Educational background

Institution	Year	Academic qualifications
Garissa Univeristy	2017-2021	BBM-Procurement
NEP Technical Training Institute	2015-2016	Diploma in Supplies Management
NEP Technical Training Institute	2015	Certificate in Supplies Management
Al-Iman High School	2010-2013	KCSE
Dadajabulla Primary School	2002-2009	KCPE

SKILSS

Financial:

Financial Management
Supplies and Procurement Management
Organisational reviews

Computer skills:

Quick books
Microsoft office (MS Word, Excel, PowerPoint)
Internet & Email

Languages:

English, Kiswahili, Somali and Arabic

Work background and Experiences

From:	January 2023	To:	January 2024	Employer:	Semi Arid Resilience Network	Positio n:	Procurement Officer
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Main Responsibilities

- Ensuring proper recording and custody of all procurement documents and inventory;
- Safeguarding and managing procurement records and filing;
- Ensuring proper inventory of procured assets and boarded stores due for disposal and preparation of the reports;
- Ensuring that the store is well organized to enhance easy access to goods, efficient utilization of space, and easier administration of the store operations that safety security management
- Issuing goods to users as per the requests in a timely manner and as per the specifications raised by the user departments
- Monitoring stock levels and advice when re – order levels are reached to minimize stock outs.
- Any other relevant duties as may be assigned.

From:	January 2020	To:	Dec 2022	Employer:	Semi Arid Health Initiative	Position:	Procurement Assistant
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Main Responsibilities

- Issuing and receiving items and documents at the stores
- Assisting in stock taking periodically
- Preparing monthly reports
- Ensuring proper reconciliation
- Any other duties as may be assigned by the Supervisor

From:	January 2014	To:	2019	Employer:	Atalantiscom Telecommunications	Position:	Sales Manager
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Main Responsibilities

- Achieving growth and hit sales targets by successfully managing the sales team
- Designing and implementing a strategic business plan that expands company's customer base and ensure it's strong presence
- Own recruiting, objectives setting, coaching and performance monitoring of sales representatives
- Building and promoting strong, long-lasting customer relationships by partnering with them and understanding their needs
- Presenting sales, revenue and expenses reports and realistic forecasts to the management team.
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From:	July 2017	To:	August 2017	Employer:	IEBC	Position:	Polling Clerk/Counting Clerk
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Main Responsibilities

Reporting to the Presiding Officer, my duties and responsibilities included but were not limited to:

- Polling Clerk

-Counting Clerk during the voting day.

From:	May 2017	To:	June 2017	Employer:	IEBC	Position:	Registration Clerk-Wajir South
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Main Responsibilities

- Registering of Voters
- Verification of Voters Register

Membership

Institution	Period	Position
Garissa University Islamic Societ	2019	Member
NEPTTI	2016	Member

Seminars and Workshops

Institution	Period	Program
Safaricom Mpesa	2016	Mpesa Agents Training

Referees

1.	Name	Mr. Abdiweli Mohamed Muhumed
	Position	Program Coordinator-Semi Arid Resilience Network
	Telephone No.	+254717692104
	Address	70100, Garissa Kenya
	Email	sahiprogramme@gmail.com
2.	Name	Mr. Abdikadir Ahmed Sheikh
	Position	Director Atlantiscom
	Telephone No.	+254797790996
	Email	nabadoongarissa@gmail.com
3.	Name	Mr. Ismail Mohamad M
	Position	IEBC Habaswein
	Telephone No.	+254720402660
	Email	wawili@gmail.com