



Sally Ochieng

Logistics Assistant

Highly motivated and personable professional with 2+ years' experience in logistics and project management. Adept at handling multiple tasks, can work well with others and possess strong facilitation and analytical skills. Proactive to reduce costs, save time and optimize processes to meet company objectives and goals. Seeking to join a reputable company in a challenging environment where I can contribute to improve productivity, drive sales and learn and grow new skills.

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WORK EXPERIENCE

Project Assistant

Zakhem International Construction Company

07/2016 - 07/2018

Kenya

Achievements/Tasks

- Greeted and welcomed guests in pleasant manner.
- Kept stock of office inventory and placed orders when needed for smooth operation of the office.
- Basic bookkeeping, where managed petty cash to meet office budget and expenses.
- Maintained and updated the filing system according to company policy for future systematic reference.
- Managed emails, phone calls, letters and queries and redirected as required.
- Prepared presentations and updates during quarterly company meetings and with the clients.
- Coordinated with site personnel and sub-contractors to obtain data to generate work reports.
- Organised operations team by monitoring and managing project schedules to efficiently distribute responsibilities and resources with/in absence of Logistics Officer.
- Assisted my colleagues with any other administrative tasks.

Supply Chain Intern

The Kenya Ports Authority

10/2014 - 12/2014

Kenya

Achievements/Tasks

- Participated in contracts management and tendering by meeting with suppliers helped to identify trade-offs before finalising contract.
- Handled procurement by raising requisitions and preparing LPOs to list of suppliers and vendors to fulfill requirements of order by phone or online bidding, getting best offers and reduced costs.
- Managed warehouses by use of SAP material management system enabling proper inventory management, distribution, store inspection and verification.
- Packed and labeled stock before dispatch to customers (employees) improving lead times.
- Maintained and monitored container stacking and sequencing in stockyards easing their retrieval in container management operations.

SKILLS

Great organisational skills

Solid interpersonal skills

Ability to multitask and work under pressure

Highly adaptable and flexible

Detail oriented

Team player

Willingness to learn

Strong work ethic

Customer oriented

Good aptitude for problem solving

Proofreading

Proficient in MS Office

Good project management skills

EDUCATION HISTORY

MSc. Logistics and Supply Chain Management (09/2018 - 07/2020)

Cranfield University

BSc. Supply Chain Management, Transport and Logistics (09/2012 - 11/2015)

Jomo Kenyatta University of Agriculture and Technology

Kenya Secondary School Certificate (02/2008 - 11/2011)

The Kenya High School

LANGUAGES

English



Swahili



HOBBIES

Swimming

Travelling

Solving puzzles

Photography

Listening to music