

# RUTH NYOKABI WANJIKU

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## PROCUREMENT, LOGISTICS AND SUPPLY CHAIN

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### CONTACT

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+254703828007  
w.nyokabi@gmail.com  
1162-20100  
Nakuru, Kenya

### SKILLS

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Microsoft 365 and Google Suite  
Organisation and Communication  
Records Management  
Collaboration and Teamwork  
Logistics/ Fleet management  
Research and Analysis

### CERTIFICATION

ICT Authority  
**2024**  
Cybersecurity and Technology Awareness

ALX  
**2020-2021**  
Virtual Assistant Certification

Christ the King Institute  
**2013-2014**  
Computer Applications

### EDUCATION

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Murang'a University of Technology  
**2019-2022**  
MBA Procurement and Supply Chain Management

### PROFILE

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I am a versatile and results-oriented professional adept in purchasing, research and analysis. Leveraged organisational, communication skills and teamwork to enhance student performance. I am reliable and excelled in supporting colleagues and students towards a team-oriented culture.

### EXPERIENCE

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Murang'a University of Technology  
Tutorial Fellow

#### **2023 to date**

Participate in the development and review of curricula in area of specialization  
Participate in accreditation and implementation of courses as per CUE guidelines  
Facilitate learning by conducting demonstrations, tutorials or workshops in relation to professional training Develop and carry out research studies  
Develop and apply innovative and appropriate teaching techniques and material which create interest, understanding and enthusiasm amongst students.  
Participate in quality assurance activities,

Murang'a University of Technology  
Graduate Teaching Assistant

#### **2019-2022**

Managed and Organised data for research projects, applying statistical software for analysis  
Collaborated with other faculty and staff to improve teaching and learning by sharing resources and best practices  
Collaborated with staff in curriculum reviews to improve course and program offering  
Supported administrative assistants in minute taking, developing agendas and circulating memos  
Planned and delivered lectures and course material to communicate course content  
Organised and checked Office, Examination, Student and Staff Records

Murang'a University of  
Technology

**2014-2018**

BSc. Procurement and  
Supplies Management

Njonjo Girls High School

**2010-2013**

KCSE Certificate

Maintained records of student assessments, tutoring activities and results.

Postal Corporation of Kenya

Stores/Purchasing Attaché

**June 2017-August 2017**

Managed and analyzed supplier records, purchasing records and data

Received, Document and Issued materials and equipment to internal customers

Participated in opening tenders, raising quotations and Supplier Selection

Assisted in sourcing and evaluating potential suppliers and vendors

Manage purchasing orders and invoices.

### **PUBLICATIONS**

Electronic Tendering and Organisational Performance of Parastatals in Nakuru County

<https://doi.org/10.37284/eajbe.6.1.1376>

Integrating Electronic Information Sharing in Supply Chain Management for Organisational Performance of Parastatals in Nakuru County, Kenya

DOI No. 10.24940/theijbm/2021/v9/i9/BM2109-016