

Name

Osman Aiah Kamara



Procurement Assistant

CONTACT DETAILS

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- Manama, Kingdom of Bahrain

PERSONAL INFORMATION

- ❖ Nationality : Sierra Leonean
- ❖ Date of birth : 11/05/1988
- ❖ Marital status : Married
- ❖ Gender : Male
- ❖ Religion : Muslim
- ❖ CPR No. : 881420433
- ❖ Language : English

SKILLS

- Excellent written and verbal communication skill
- Competency in Microsoft applications including Word, Excell, and Outlook
- Excellent organizational problem solving and time management skills
- Dedicated and willing to learn
- Experience in administrative and clerical procedures
- Self confidence
- Able to contribute positively as part of a team, helping out with various tasks as required.
- Sincerity, organized and can handle pressure
- Good hand-eye coordination. Detail-oriented.

CAREER OBJECTIVE

To obtain a challenging position as a Procurement Assistant in an organization that will utilize my expertise and experience in procurement, supply chain management, and contract negotiation. To secure a position as a Procurement assistant to leverage my knowledge of the procurement process and ability to manage vendors.

EDUCATIONAL QUALIFICATION

- Diploma in Procurement and Supply chain Management **IPAM** Sierra Leone
- Diploma in Microsoft Office, Internet Usages and other basic Applications and OS
- Higher Secondary Education Sierra Leone.

WORK EXPERIENCE

- ➔ Position: **Procurement Assistant**
- ➔ Organization: City Council Procurement department Sierra Leone

Note: I work there during my studies and my practical work performance was extremely excellent.

Job description

- Reviewing purchase orders and making sure that they are complete and accurate before approving them
- Making sure that contracts are issued in accordance with federal regulations regarding terms and conditions
- Negotiating prices for goods, works or services to ensure that they are fair market value
- Coordinating with vendors to ensure that they deliver on time and meet quality standards
- Coordinating bids from vendors and selecting a winning bidder based on merit
- Managing inventory levels of materials and supplies, ensuring that there is an adequate supply for operations but not too much so as to go unused

DECLARATION

I hereby confirm that the data furnished above are true to the best of my knowledge

Osman Aiah Kamara