

Samwel Otieno Ogutu

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Executive Summary

I am a results-driven Sales and Bids professional with experience in cloud solutions, procurement, and tender management across East Africa.

Experience

Software Sales Representative

Cloud IT Limited, Nairobi

April 2024 - Present

Key Responsibilities

- Prospects and converts qualified leads, managing full sales lifecycle from outreach to contract closure.
- Collaborates with the technical team to develop and present tailored solutions.
- Conducts live product demonstrations and client presentations.
- Solicit, draft, and submit tailored tender and proposal responses in alignment with client needs and requirements.

Key Achievements

- Builds and maintains strong stakeholder relationships while working from home by providing timely, tailored solutions and remote client support.
- Maintains a high-performing and active sales pipeline using the Pipedrive CRM system.

Sales & Bids Representative

Shine Maritime Ltd, Nairobi

January 2023 - March 2024

Key Responsibilities

- Developed and submitted comprehensive techno-commercial proposals for both domestic and international tenders.
- Led cross-border coordination between Nairobi and Juba offices to ensure timely bid submissions and seamless logistics.
- Conducted pricing, budgeting, and financial evaluations of tenders based on historical bid data and market research.
- Led timely bid bond preparations and ensured compliance with tender deadlines.
- Monitored platforms like the South Sudan NGO Forum and UNGM for new tender opportunities.
- Coordinated project execution workflows to completion and ensured on-time delivery.
- Coordinated customs clearance processes at Port Mombasa, Kenya and Nimule Border, Uganda.

Key Achievements

- Secured major contracts with UN agencies, International and Humanitarian NGOs that helped drive a 170% revenue increase for the department.
- Seamlessly ensured all Shine Maritime's technical proposals and projects were fully executed within the budget and timeframe.
- Tracked projects and their deliverables on Asana, spreadsheets and SharePoint for cross-functional transparency.

Logistics Intern

Double K movers and logistics, Nairobi

October 2022 - December 2022

Key Responsibilities

- Monitored and replenished stock levels weekly to maintain 100% availability of critical supplies.
- Introduced feedback loops and team check-ins that improved response time by 50%.
- Negotiated practical and competitive relocation quotations that increased client acquisition and retention.
- Scheduled pre-move visits and the actual relocation services of clients.

Key Achievements

- Created and managed a subsidiary Facebook business page for the company, which increased client inquiries and acquisition by 125% within the first month.
- Reduced client turnaround time by 60% by streamlining scheduling and inventory checks during the internship.

Procurement Attaché

Kenya Water Towers Agency, Nairobi

May 2022 - August 2022

Key Responsibilities

- Prepared tendering documents including RFI, RFQ/RFP, Expression of Interest, Memos and Bills of Quantity.
- Managed procurement documentation, including tender files, RFQs, supplier profiles and receipt/issue vouchers.
- Participated in market research and due diligence to identify potential suppliers of various goods, services and works which enhanced efficiency and transparency in the procurement cycle.
- Implemented quarterly stocktaking strategies and disposed unserviceable and obsolete stores according to the procurement policies.

Certifications

- Microsoft 365 Fundamentals (MS-900)
- Google Workspace & Cloud Sales Certified
- Ongoing: CompTIA Security+, Cybersecurity Fundamentals, Networking

Tools & Platforms Knowledge

- ERP: SAP, Oracle, Microsoft Dynamics NAV 365
- Collaboration: Trello, Slack, Asana, SharePoint
- CRM: Pipedrive, Hubspot, Salesforce, Zoho
- Digital Marketing: Social Media Management, Meta business (Facebook Ads)

Education

Bachelor of Commerce (Purchasing and Supplies Management) - University of Eldoret, Kenya (2018-2022)

References

Available upon request.