

CATHERINE CHIKOKO

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Date of Birth;22 April 1989;Marital status: Single, Nationality; Malawian

PROFESSIONAL SUMMARY

With 5 years of experience in procurement and administration in a very Busy banking industry, I am a determined worker who excels at both oral And written communication as the nature of my job involves that at all Levels of the Organization. I have strong Internal and external customer Service skill which enables me to work efficiently with all procurement Stakeholders in an organization set up.

I am a detailed and oriented individual who is great at handling several Projects at once and have also acquired computer skills relevant in the Procurement field like Sage ERP.

SKILLS

1. Excellent in communication and presentation
2. Project planning and implementation
3. Team building and leadership skills
4. Negotiation skills
5. Excellent in Microsoft office packages, Sage ERP, PowerPoint, email

WORK EXPERIENCE

March 2012-November 2017

Opportunity Bank of Malawi

Administration and Procurement Officer

Policy formulation

- Conducting meetings with branch management team as well as departmental managers before drafting of both the procurement and administration policies to ensure that there are incorporated in the process
- Working hand in hand with the policy committee members to draft procurement and administration policies for approval by management and the board

Procurement planning

- Working hand in hand with branch managers and head office departmental heads to consolidate the needs of their

respective offices in order to bring up an annual comprehensive procurement plan for the bank

- In collaboration with the finance team coming up with a detailed plan for respective branches and departments in line with their budgetary limit.

Identification, Selection and management of Suppliers

- Involved in the development and preparation of bid documents to ensure that the most technical and financial aspects are not left out.
- Participating in the pre-qualification and selection process of identifying suitable competitive and competent suppliers.
- Liaising and working with the procurement committee to review and update the criteria selection for supplier selection on an annual basis.
- Developing and maintaining annual vendor list and ensuring that each selected/identified vendor has an operating contract and that the contract is managed.
- As a member of the procurement committee ensure that all documentation required for analysis and or review is prepared and presented to the committee for comprehensive decision making.

Purchases Management

- Process specific purchase orders and establish contracts with suppliers, ensure all related information is available in the local database or filing system.
- Negotiate purchase conditions and purchase all specific goods and services as specified in the requests.
- Consulting with all stakeholders in order to fully understand their requirements, advising them as appropriate
- Follow-up the procurement process until goods are delivered by the supplier.
- Analyze requests of purchasing and services, including consultants, before starting the procurement process and make sure information is accurate
- Liaising and working with the finance department review supplier bills so that they are reconciled against LPO's initiating payment if the bill is accurate and negotiating with

suppliers if not to ensure that suppliers are paid in time as per their contract

- Preparing a Procurement Status Report on a weekly basis

Supplier relationship management and reporting

- Setting up and filing all supplier information, hard and soft copy, to enable easy access when required
- Filing all procurement communications and correspondence for reference when required
- Filing all procurement documents and maintaining proper record of purchases made
- Ensure that all the relevant documentation is attached to payment vouchers so that payments may be made in a timely manner
- Keeping users informed, by producing the procurement status report, concerning the status of procurement requests and anticipated delivery times, especially in the case of delays or problems
- Providing both written and oral feedback to suppliers on their performance
- Custodian of all procurement documentation and provision of the same for compliance and audit checks when requested
- Producing monthly reports for line managers and quarterly reports incorporated for the board paper as well as specific reports for donor funded projects carried out annually.

Administration

- Managing regional and branch procurement and administration budgets to make sure that managers do not exceed their allocated budgets
- Handling regional petty cash and doing reconciliations and reports for finance department
- Managing the logistical aspect of the bank to ensure that all cash movements as well as resources like stationery are delivered to branches in time without affecting their operations with delays.
- Handling all bank vehicles schedules to ensure they are always road worthy and ensured all the time.
- Carrying out fuel reconciliations for head office and branches, log table and car track management.

- Working hand in hand with the premises and construction department to ensure that the general ambiance of the bank's branches is always desirable.
- Handling visa applications, work permits as well as local schedule s for board directors and other foreign dignitaries for the bank.
- Managing the banks warehouse and controlling the use of resources.
- Managing the bank's assets and working hand in hand with finance department to maintain a register for the assets bank wide. • Conducting performance reviews for junior members of staff in the department.

November 2017 January 2019

JIBS Security Services Ltd- Administrator

- Formulation of administrative, human resources and procurement policies for the company.
 - Carrying out core human resource function of the company including recruitment and selection process, performance reviews as well as discipline and grievance procedures.
 - Monitoring and controlling the usage of company resources.
 - Fleet management
 - Monthly invoicing preparation
 - Payments collections on behalf of the company
 - Petty cash management and reconciliations
 - Compilation of weekly and monthly reports
 - Coordinating all procurement functions for the company
- Identification of potential vendors /suppliers for the company
 - Making recommendations for prospective suppliers to management
 - Negotiating contract terms and drafting contracts for vendors
 - Sourcing quotations, evaluating prices and making recommendations in line with the company policies
 - Following up on deliveries to ensure they are on time and of expected quality

February 2019 -July 2020

Malawi Revenue Authority –Domestic Tax Division (Data Entry Clerk)

- Registration of new tax payers ,updating of existing ones and deregistering those that are no longer operating
- Updating taxpayers information for Msonkho online
- Providing customer service to tax payers on matters to do with their taxes
- VAT reconciliations

May 2021

Malawi Revenue Authority-Domestic Tax Division(Revenue Officer)

- Processing deregistration's of dormant and duplicate taxpayers
- Processing write off 's for both active and dormant taxpayers
- Rectifying taxpayer information which failed migration into msonkho online
- Updating KYC for taxpayers that did not update for msonkho online migration
- Processing accounts discharges

EDUCATION

Bachelors in Degree in Business Administration

Advanced Diploma In Business Management

Certificate in Procurement and Supply Operations

Advanced Certificate in Procurement and Supply(pending)

REFERENCES

Mr Zechariah Dossi
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The Managing Director
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AFFILIATIONS

Malawi Institute of Procurement and Supply (MIPS)

Chartered Institute of Procurement and Supply (CIPS)

Association for Business Executives