

## CURRICULUM VITAE



Name : **Nurwin Fozia Rajab**

Address : P. O. Box 2288 – 50200 BUNGOMA  
Cell phone – 0780-770777/0777077721  
Email – aidahnurdin@gmail.com

Date of Birth : 6<sup>th</sup> Oct 1975

Place of Birth : Kakamega – Western Province

Sex : Female

Marital Status: Married with three children

Tribe : Asian

I/D No : 13577681

### EMPLOYMENT HISTORY, DUTIES AND RESPONSIBILITIES

June 1, 2018 – to Date: Lecturer  
School of Business and Economics: KAFUCO University

Consultant Procurement  
Chairperson, Marketing Committee  
Duties: Lecturer

- Ensuring students are taught within the curriculum on time and also taught what is relevant to the business world.
- Courses taught are Common Courses, Management courses, Procurement courses, marketing courses, entrepreneurship courses, finance courses and risk courses
- Ensuring exams are prepared, done and marked as per the University rules and regulations.
- Research
- Curriculum review

- Consultancy
- Students disciplinary
- Conference preparation and presentation
- Quality assurance of exams
- Marketing of University Programmes
- Any Other Duties as may be allocated from time to time

#### Consultant Procurement

- Preparation and Analysis of Tender documents
- Provision of professional Opinion on all procurement matters.
- In House training of procurement personnel on procurement activities
- Preparation of reports to management and council
- Procurement of research activities purchases using donor funds
  - Chairperson Marketing Committee
- Preparation of annual marketing budget
- Preparation of annual marketing plan
- Implementation of annual marketing plan
- Liaising with advertisers on marketing activities
- Preparation of marketing activities within the universities
- Supervising the marketing team

While at Kaimosi University I have achieved the setting up of a technical and professional courses center, UNESCO club membership and mentoring of students and staff on procurement matters. I have also developed a number of policies on procurement and administration while training staff and students on customer service, government procurement opportunities and other trainings.

#### **January 2015 – 31<sup>st</sup> May 2018      Umma University**

Lecturer: School of Business and Technology

Consultant Procurement

Umma University is the first Muslim sponsored private university in Kenya situated in the Maasai region of Kajiado

**Duties:** Lecturer

- Ensuring students are taught within the curriculum on time and also taught what is relevant to the business world.
- Courses taught are Common Courses, Management courses, Procurement courses, marketing courses, entrepreneurship courses, finance courses and risk courses
- Ensuring exams are prepared, done and marked as per the University rules and regulations.
- Research
- Curriculum review
- Consultancy
- Students disciplinary
- Conference preparation and presentation
- Quality assurance of exams

- Any Other Duties as may be allocated from time to time
- Consultant Procurement
- Preparation and Analysis of Tender documents
- Provision of professional Opinion on all procurement matters.
- In House training of procurement personnel on procurement activities
- Preparation of reports to management and council
- Procurement of research activities purchases using donor funds

While at Umma University, I was able to set up the procurement department and train incoming staff on procurement activities. I was also in the team that helped in ensuring quality was maintained so as to get accreditation for a number of courses. We also admitted non-Muslim students to increase diversity and ensure that the students have an all round experience. I was also a mentor to many staff and students.

**May 2013 to August 2018:** Kibabii University, JKUAT Kakamega and KAFUCO Main Campus

Part Time Lecturer, Business and Economics

**Duties**

- Ensuring students are taught within the curriculum on time and also taught what is relevant to the business world.
- Courses taught are common courses, communication skills, Management courses, Procurement courses and marketing courses.
- Ensuring exams are prepared, done and marked as per the University rules and regulations.
- Quality Assurance of exams

**Dec 2011 to Feb 2014:**Nzoia Sugar Company

Purchasing Manager

This is a sugar manufacturing firm situated in the western region of Kenya.

**Duties**

- Secretary to Tender Committee
- Secretary to Disposal Committee
- In –charge of negotiations with suppliers
- In-charge preparing the procurement plan
- In-charge of implementing the procurement plan.
- Secretary to the Inspection and acceptance committee
- Preparing statutory reports to PPOA, ministry, board and management
- In charge of all procurement activities within the organization.
- Ensuring that the R's are adhered to.
- In-charge of in house and outhouse company sponsored training activities for the purchasing staff.
- In-charge of team building for the purchasing department.
- Liaising with stores and other departments to ensure smooth delivery of goods and services.
- In-charge of team appraisals for the purchasing department.

- Ensure that all tenders are advertised accordingly and are dealt with in compliance with the law.
- Ensuring compliance with the PPOA regulations, PPDA and PPDR so as to protect the company property and image.
- Member of the senior disciplinary committee
- Member of management team.
- Member of the CSR team

While here, I achieved in creating a robust database of suppliers, the first ever uninterrupted, full maintenance of machines and equipments, rebranding and using bio friendly packaging materials. I also encouraged staff to undergo trainings in the purchasing field both academic and professional and mentored most of them.

**Oct 2005 to 2011** :Moi University, Eldoret: Senior Assistant Public relations officer and PA to the Vice Chancellor

Senior Assistant Administrative Officer

Moi University is the second public university in Kenya based in ELdoret. It trains students in all fields and has a student population of almost 60,000.

### **Duties**

- Senior Assistant Administrative officer
  - Secretary to the Publicity Committee
  - In Charge of in-house publications.
  - In Charge of protocol arrangements
  - Organizing of annual international conference
  - Organizing of University exhibitions
  - Organizing of University Graduation
  - Organizing other events as they may arise
  - Organizing for corporate social responsibility events for the company.
  - In Charge of organizing the farmers week held annually at the Chepkoilel campus in collaboration with USAID for over 10,000 farmers across the country.
  - Ensuring that all orders have been placed and received in god time
  - Managing and organizing for tender committees
  - Ensuring the R's are adhered to
  - Ensuring that all procurement budgets are done on time and included in the whole University procurement plan.
  - Handling emergency purchases.
  - Handling of disposal of items belonging to the University.
  - Training of incoming new officers.

Moi University was a place that my potential was opened. I worked in team that started the following universities, Rongo University, Kabianga University, Karatina University and RIVATEX textile factory. I was also able to ensure that they participated and won in the Library of the year awards among other activities. I also was able to help in the decentralization of procurement to improve efficiency and effectiveness and also a strong member of gender mainstreaming and Gender Based Violence protection team.

**2004-2005** : Furniture Elegance  
Procurement and Logistics Manager

This was an import and export company dealing with furniture and situated in Nairobi

**Duties:**

- In charge of all procurement activities
- In charge of all international procurement, clearing and forwarding.
- In Charge of all Logistics arrangements for local and international orders

AT furniture elegance I was able to ensure quality products and services, liaise with transporters and other logistics companies to ensure that they work with. We also branded the company.

I trained personnel on customer service and documents management.

**2000-2004:** Safaricom Limited:

This is a telecommunication company situated in Nairobi Kenya

- Sales Representative
- Call Center Customer Care representative
- Care Center Customer care representative
- Corporate Customer Care representative

**Duties :**

- Timely dispatch of customer statements
- Timely response to customer complaints and issue of feedback,
- Handling of corporate clients
- Getting Corporate sales
- Organizing for corporate social responsibility events
- Timely month-end reports on all transactions
- Organizing for staff parties and get togethers
- Organizing for exhibitions during events
- Participating in the Lewa Marathon
- Making sales both corporate and retail
- Handling corporate sales in Kisumu and Nairobi and their customer complaints

My achievements in this organization was introduction of corporate social responsibility activities in the institution and also introducing corporate sales apart from retail sales.

**1997-2000** :Mega Mart holdings

This was a household hypermarket located in Nairobi Kenya.

- Branch Manager
- Credit sales

**Duties**

- -Posting of entries and ensuring timely submission of returns to Head Office
- In charge of the filing system
- In Charge of Credit Sales and retail sales
- In Charge of 15 Staff
- In Charge of Deliveries and warranty claims
- In charge of tendering system in the company
- In Charge of Imports and Exports of the company

**1995-1997:** Sashiba Impex:

Was an Import and export company situated in Nairobi

- Sales Representative

-Front Office management

### **Duties**

- In Charge of all Sales and Purchases
- In Charge of all exports and imports
- In Charge of filing and record keeping

**1993-1995:** PalBina Tours and Travel

Was a Tours and Travel Company Situated in Nairobi.

-Sales Representative and tours consultant

### **Duties**

- In charge of all travel and ticketing sales
- In Charge of all tour operations and bookings
- In Charge of record keeping and filing

### **CONFERENCES ATTENDED AND PRESENTED PAPERS**

- Moi University 3<sup>rd</sup> Annual Conference – 2008
- 1<sup>st</sup> Peace Conference on PEV by Indiana University in Eldoret - 2008
- Moi University 4<sup>th</sup> Annual conference - 2009
- Moi University 5<sup>th</sup> Annual conference - 2010
- Moi University 6<sup>th</sup> Annual conference - 2011
- 1<sup>st</sup> EGERD (Institute for Gender Equity and Research Development) Conference 2010
- 1<sup>st</sup> Kibabii University International conference – 2016
- 6<sup>th</sup> Kabarak University International conference – 2016
- Umma University 1<sup>st</sup> Student conference – 2016
- MMUST 13<sup>th</sup> International Conference – 2019
- Lukenya University Collaborative Research Consortium - 2020

### **PUBLICATIONS IN REFERRED JOURNALS**

- Moi University Journal of Arts and Social Sciences – Vol 4 – 1- 2009
- Moi University Journal of Arts and Social Sciences – Vol 5 – 2- 2010
- IGERD Journal Vol 1 – 1 – 2010
- International Journal of Business, Humanities and Social Sciences, USA - Vol 5 – 2014
- Kabarak University Conference proceedings – 2016
- International journal of advances in management – Vol 5 Iss1 2016
- IOSR Journal of business management – Vol 18 Iss 3 Ver II 2016
- 2 Papers in International Journal of Innovative Research and Development Vol 5 iss 13 2016
- Working on an academic book
- Journal of Supply Chain Management Systems . 2018, Vol. 7 Issue 1, p25-36. 12p.
- International Journal of Innovative Research and Advanced Studies (IJIRAS) Volume 5 Issue 2, February 2018
- International Journal of Commerce and Economics, Iss 1 Vol 3 July 2019

## **UPCOMING PAPERS**

- Knowledge management strategies as a performance indicator in sugar manufacturing industries
- Green Procurement
- Opportunities of block chain technology in supply chain
- Consortium buying, A review of related literature
- Book on Kenyan Public procurement law, Theory and Practice.

## **PROFESSIONAL MEMBERSHIP**

- Member KASNEB
- Member CIPS (Chartered Institute of purchasing and supplies)
- Member KISM (Kenya institute of supplies Management)

## **LICENSES**

- Licensed procurement practitioner by KISM – January 2016 to date

## **PROFESSIONAL/IN HOUSE TRAINING**

- 3 Day training on Commonwealth Open Learning
- 1 Day Lecturers Training on curriculum implementation by KISM
- 2 day research workshop by KAFUCO
- 1 Day academic seminar by KAFUCO
- 2 Day lecturing programme by KAFUCO
- 2 Day pedagogy training by UMMA university
- 1 week leadership training Nzoia Sugar
- 1 week training on ISO 9004:2001 Standards
- CIPS Diploma level 6
- CPS Part II sec III and IV – ongoing
- PPOA e-learning training
- 4 Day Integrity Assurance Officers Training – Ethics and Integrity Commission
- 1 Day training on Implementation of Preference regulations – UN for Women and KISM
- 1 Day Training PPOA e-learning portal training
- Nervnet computer college - Windows 95 & MS Office 97
- 1 Day Training – Customer Focus, Safaricom
- 1 Day Training – Communication Skills
- 1 Day Training – Industry Awareness, Safaricom
- 2 Day Training – Team Building Exercise
- 6 weeks Training- Sales and Customer service, Safaricom and Kenya school of monetary studies
- 1 Day Training- HIV AIDS awareness programme, Institute of Customer service

- 2 Day Training - Performance Appraisal, Management decision information
- 1 Day Training – Quality Assurance
- 3 Day Training – ISO 9001:2008 QMS Training
- 2 Day Training – ISO 9001:2008 Trainers of Trainers training
- Finalist Students for CMA University students challenge

#### **OTHER APPOINTMENTS**

- Chair Board of Management, Mumias Muslim Girls secondary school.
- Member Tusomeshe Watoto Kakamega County CBO.
- Vice Chair, Bunyore Girls High School Alumni Association

#### **POSTGRADUATE SUPERVISION**

- 3 masters students JKUAT Kakamega Campus - completed
- 2 masters students CUEA – Nairobi Campus – Completed
- 2 Masters students ongoing UMMA university

#### **COMPUTER SKILLS**

- Microsoft Word
- Microsoft Excel
- Power Point Presentation
- SPSS

#### **KEY STRENGTHS**

- Excellent PR
- Ability to work under pressure
- Ability to work without supervision
- Highly organized and attentive to detail
- Time conscious
- Effective team builder and strong leadership qualities
- Excellent organizer of activities

#### **LANGUAGE SKILLS**

- Proficient in written and spoken English and Kiswahili
- Proficient in written and spoken mother luhya and hindu
- Little understanding of Luo, Arabic and French

#### **INTERESTS**

- Reading (fiction, business, health, science, motivation, drama)
- Traveling and site seeing
- Writing (Prose and Poetry)
- Meeting new people
- Swimming
- Dancing



- Mentoring young girls
- Cooking

**REFEREES**

Prof David Kimutai Some  
Secretary CUE,  
P.O Box 2405-30100  
Eldoret  
Cell 0722272819

Mr Firoze Bachu  
MD Furniture Elegance  
Former MD Megamart Holdings  
P.O Box 8776 – 00200  
Nairobi  
Tel 0722-206060

Dr. Joseph Otsyulah  
COD BAM, Kaimosi University  
P.O Box 385  
Kaimosi  
Tel 0722823652