



Panyar Majak Adut

Procurement Specialist



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panyarmajak39@gmail.com



Thongping Residential Area

Education

Bachelor of Procurement and
Supply Management

St. Lawrence University
2014 - 2017

Uganda Advanced Certificate of
Education

Kampala Secondary School
2012 - 2013

O'level Certification

Eagle's Nest Secondary School
2008 - 2011

Expertise

- Communication and Interpersonal Skills
- Project Management Skills
- Strong organizational, planning, and leadership skills.
- Ethical and Sustainable Procurement
- Inventory and Logistics Management
- Procurement and Supply Chain Management Skills

Language

- English
- Dinka
- Arabic

Profile

Motivated logistics and procurement professional with expertise in operations, transportation, and data management. Skilled in shipment tracking, problem resolution, and team management. Proficient in MS Office applications and deadline-driven with strong coordination and geographical knowledge.

Work Experience

Ministry of Finance and Planning

2021 - Present

Senior Officer for Capacity Building (PPDAA)

- Verified and stored supplies while ensuring quality standards.
- Assisted in contract evaluation and quality assurance processes.
- Maintained minimum stock levels and monitored invoice processing.

Windle Trust International

2018 - 2020

Assistant Admin/Logistics

- Managed international procurement and inventory processes.
- Oversaw consignment shipping and resolved issues effectively.
- Streamlined purchasing and procurement activities to optimize efficiency.

South Sudan Embassy - Uganda

2015 - 2017

Logistics/Procurement Assistant

- Supported procurement by distributing RFQs and collecting supplier quotes.
- Tracked and recorded asset and inventory movements in compliance with policies.
- Maintained accurate procurement and inventory filing systems for audits and reporting.

SUDD Services and Investment Co. Ltd.

2013 - 2015

Procurement and logistics Officer

- Planned and managed company-wide procurement budgets.
- Reviewed and prioritized purchasing requirements.
- Provided procurement and logistical support to teams.

References

Tom Lodu

Admin and Logistics Officer
Windle Trust International

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Hon. Deng Akuei Kak

ED, Public Procurement and Deposit
of Assets Authority (PPDAA)

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