

**EJEH, Ene Rita**  
[enejeh@yahoo.com](mailto:enejeh@yahoo.com)  
**30 Bola Matanmi Street, Maroko Off Mobil Road, Ajah,**  
**Lagos, Nigeria**  
**Mobile: +2348062282476**

---

---

## **PROFILE:**

Very resourceful and thorough specialist with a strong passion for seamless processes and has 9+ years' experience in negotiation of supply agreements, bid preparation, PO expediting, evaluation and selection of suppliers, and rationalization of supply base to procure on the most favorable prices.

---

---

## **EDUCATION Professional Certification**

2020 – 2022

Master of Business Administration – MBA  
Nexford University

2020 – 2021

MBA Foundations  
Nexford University

August 2019 – Till date

Chartered Supply Chain Management Professional- (CSCMP)  
Member, Chartered Institute of Logistics and Supply chain Management- (MCILSCM)

2007 – NOVEMBER 2011

Ahmadu Bello University, Zaria.  
B.Sc. Geology  
Second Class (Upper Division)

1999 – June 2005

Wahab Folawiyo Secondary School, Ikoyi, Lagos.  
S.S.C.E.

1994 – June 1999

Hope Nursery & Primary School, Ikoyi, Lagos.

---

---

## **WORK EXPERIENCE**

Evercare Hospital Lekki  
**Procurement Supervisor**

Lekki Phase 1, Lagos  
May 2022 – Date

- Engage with cross-functional teams to routinely evaluate existing suppliers based on performance and risk, new suppliers for capability and business fit as well as help set criteria for supplier evaluation.
- Monitor category and supplier spending, both in aggregate and via cycles, and continuously evaluate options to reduce total cost of procurement.
- Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency
- Stimulate and support product innovation; develop market intelligence and benchmarking; act as subject matter expert in commodity and supplier market dynamics; proactively identify new markets and supplier sources

- Support the development of short, medium and long-range strategic sourcing plans to reduce total costs, optimize value from suppliers, and meet internal customer requirements.
- Use data analytics to recommend key categories and vendor profile approach from a sourcing opportunity perspective
- Develop and circulate weekly and monthly Category reports timely and communicates to all stakeholders
- Own the category in close partnership with stakeholders, through keen understanding of business requirements and strong market and product knowledge, drive efficient category management and purchasing behaviour
- Develop and execute category strategies for optimization of operational and capex spend projects through strong project management and negotiation skills

Makon Engineering and Technical Services

Lekki Phase 1, Lagos

**Procurement Specialist**

May 2019 – May 2022

- Sourced materials worth approximately \$5 million in the procurement of pipes and fittings, Field Auxiliary Room (FAR), Instrument Air Package (IAP), Fiber Optic Cable, Power Generation Systems, and chemicals for the Agbada NAG project.
- Handled the procurement of long-lead items for construction of gas plants for Agbada NAG/AG project (Shell), Alakiri project (Eroton), Adibawa, Utorugu & Egbema projects (NPDC).
- Drove consistent savings from 5% to 35% across all supplies, including project and non-project orders.
- Expedited the order production and delivery of urgent items (MTOs) needed for the closeout of key projects milestones.
- Issued purchase orders according to required technical specifications, price, delivery schedule and terms.
- Managed the resolution of deliveries of wrong order specification due to vendor's error.
- Managing daily procurement activities by processing requests received from the engineering specialist and ensuring only approved category vendors are engaged for quotations.
- Negotiating with main suppliers and periodically renewing price lists, terms, and conditions.
- Overseeing supplier performance (on-time delivery, quality, lead time) and resolving performance issues.

Batch Global Energy

Ajah, Lagos

**Procurement/Supply Chain Officer**

June 2015-April 2019

- Review requisitions from clients, assist and supervise the development of sourcing strategy by procurement officers
- Contact vendors to obtain availability and product information
- Assist and supervise quote preparation and submission to quality control manager for checks and endorsement
- Upon final approval from Quality control manager and/or procurement manager, forward quote to client in line with client's requirements
- Follow up with client until PO is issued
- Identify and recommend best available quote from OEM/distributor to Procurement manager for approval as per order placement
- Expedite procurement progress, following up with manufacturer or buying house, request regular updates and provide status update to procurement manager and the client
- Assists upper management with the selection of bidders, public bid openings, preliminary bid evaluation, and final award of bids
- Conducts research concerning new products and general commodity requirements
- Supervise the work of support staff

- Lead negotiations with suppliers /vendors and clients
- Attend regular status update meetings as requested by the client
- Provide timely and regular updates on key activities to upper management

Jacliz Nigeria Ltd

Ajah, Lagos

### **Procurement Specialist**

September 2013 – May 2015

- Negotiate the best deals for the supply of goods and services
- Maintain good record of requests, purchase orders and other important data in a diligent manner.
- Maintain good relationship with vendors/suppliers
- Obtain quotes from vendors/suppliers and assembling a constructive analysis and recommendation to issue
- Be professional in decision taking in a fast-paced environment
- Review and analyze all vendors’/suppliers’ prices, delivery and other terms of service
- Maintain current filing system by ensuring an effective documentation system
- Update procurement schedules with latest status on procurement of materials, supplies, equipment, and services
- Work with the team to achieve the goals of the department
- Expedite vendors suppliers regularly to ensure that goals and deadlines are met

---

---

### **FIELDS OF INTEREST**

Procurement, Supply Chain Management, Bid Preparation, Inside Sales, Logistics, Project Management, Risk Analysis, Operations and Administration

---

---

### **SKILLS**

- General Skills: Quick learner, Team player and Ability to work with minimal supervision
- Computer skills: Proficiency in the use of Microsoft Office packages, ERP and Acrobat Professional.
- Communication Skills: Effective communication, Report Writing and making presentations, Project writing
- Management skills: Interpersonal relations, Negotiation, Good customer service, Leadership and Problem solving

---

---

### **INDUSTRIAL EXPOSURE**

Industrial Visits at:

- Oil and Gas Conferences, NGOs, Construction sites, Manufacturing plants, Water Resources and Energy yards

In-house Training on:

- Supply Chain Management, Quality Management, Six Sigma, Business Process Management

---

---

### **ACHIEVEMENTS**

- Most Resourceful in Logistics

---

---

### **CURRICULAR ACTIVITIES**

- Team bonding weekends
- Learning new languages

---

---

### **HOBBIES/INTEREST**

- Networking, Reading, Movies, Traveling and learning a new skill