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# BRIGHT FRIMPONG

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## Senior Procurement Assistant

Cape Coast, Ghana +233 | Nationality: Ghanaian

Tel: 0555531161/0203151311 | Email: frimpongbright157@gmail.com

### Professional Summary

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Experienced Senior Procurement Assistant with over 10 years in strategic sourcing, contract management, and supplier relationship management. Proven expertise in data analytics, leveraging strong numerical, IT, and research skills to optimize procurement processes. Committed to fostering organizational growth through proactive and excellent work, ensuring adherence to policies while identifying cost-saving opportunities. Dedicated to enhancing operational efficiency and driving success in procurement initiatives.

### Skills

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- Communication skills
- Invoice Preparation
- Purchase Orders
- Procurement
- Pricing Structures
- Strategic Sourcing
- Contract Management
- Supplier Relationship Management
- Procurement Planning
- Budget Control
- Supply Chain Forecasting
- Cross-functional Collaboration
- Policy Adherence
- Continuous Improvement
- Negotiation skills
- Proficient in MS Word, Excel, Publisher, PowerPoint
- Data Analysis
- Leadership skills
- Electronic Procurement, Gifmix Software
- Statutory Accounting Principles

### Professional Registration

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- Chartered Institute of Procurement and Supply

### Work Experience

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07/2022 - Current **KNUST (Procurement/Main Stores Department)** – Kumasi, Ghana

#### Senior Procurement Assistant

- Prepare purchase orders, requisitions and other documents related to purchasing activities.
- Develop and execute annual procurement budgets in collaboration with cross-functional teams.
- Conduct market research to identify cost-saving opportunities and optimize budget allocation.
- Monitor expenditures against approved budgets, addressing variances promptly.
- Play a key role in vendor negotiations for favourable terms and pricing to align with budget constraints.
- Maintain accurate records of all purchases, invoices and payments.
- Negotiate with suppliers regarding quality, price, delivery terms and payment terms.
- Develop strategies to reduce costs while maintaining high standards of quality.
- Perform cost analysis to evaluate current suppliers' performance against market

conditions.

- Manage inventory levels by monitoring usage trends and placing orders accordingly.
- Analyze past spending data to identify areas where savings could be achieved.

11/2019 - 07/2022

**KNUST, (College of Engineering) – Kumasi, Ghana**

**Senior Procurement Assistant**

- Lead strategic sourcing initiatives to optimise costs and enhance supplier value.
- Manage end-to-end contract processes aligned with organizational goals and compliance.
- Cultivate strong relationships with key suppliers to drive performance and manage risks.
- Develop and execute comprehensive procurement plans aligned with strategic objectives.
- Monitor and control procurement expenditures, identifying cost-saving opportunities.
- Collaborate with teams to understand and support departmental procurement needs.

12/2018 - 11/2019

**KNUST, (Photocopy Unit) – Kumasi, Ghana**

**Procurement Assistant**

- Develop and execute procurement plans aligned with budget and organizational goals.
- Manage both low and high-value procurement processes from solicitation to evaluation.
- Draft, negotiate, and oversee contracts with suppliers, ensuring compliance.
- Coordinate efficient logistics for timely delivery and distribution of procured goods.
- Utilize data analytics tools to assess procurement trends and identify cost-saving opportunities.
- Conduct in-depth data analysis on procurement information for informed decision-making.
- Cultivate strong supplier relationships through effective communication and negotiations.
- Facilitate the successful introduction of new products/services through efficient procurement processes.

11/2016 - 12/2018

**KNUST, (College of Science) – Kumasi, Ghana**

**Procurement Assistant**

- Coordinate procurement, from supplier research to contract negotiation for the College of Engineering.
- Prepare purchase orders, requisitions and other documents related to purchasing activities.
- Maintain accurate procurement records, ensuring policy adherence.
- Manage photocopying equipment procurement for faculty and staff.
- Oversee inventory, conduct audits, and replenish College stores.
- Collaborate with department heads to support procurement needs.

- Monitor compliance with regulations and budget constraints.
- Facilitate vendor communication to resolve procurement issues.
- Assist in developing cost-saving initiatives for operational efficiency.

## Accomplishments

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- Successfully set up new offices in all areas, enhancing operational efficiency.
- Settled conflicts between upstream and downstream clients, ensuring smooth business operations.
- Implemented effective systems for optimal commodity purchases and streamlined tender advertisements.
- Consistently increased value for money in all purchases, demonstrating cost-effectiveness.
- Maintained positive relationships with superiors, clients, and customers, fostering collaboration.

## Educational Background

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- 02/2022 - 11/2023 **Kwame Nkrumah University of Science and Technology** - Kumasi Ghana  
Master of Science in Procurement and Supply Chain Management
- 09/2018 - 06/2020 **University of Education Winneba** - Ghana  
BSc in Administration, BSc in Procurement and Supply Chain Management
- 11/2011 - 05/2014 **Koforidua Technical University** - Ghana  
HND in Purchasing and Supply
- 08/1998 - 06/2001 **Ejusiman Senior High School** - Ashanti Region Ghana  
WASSCE

## Professional Training

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- International Diploma in Disaster Management, 02/2023 - 09/2023
- Capacity Building: Safeguard Management, Monitoring and Evaluation, and Endowment Management by Trust Capacity Building in November 2021

## Languages

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- English

## References

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1. Prof. Yaw George Obeng  
Dean, College of Engineering  
Kwame Nkrumah University of Science and Technology  
Tel: 0501057215
2. Prof. F.K Fokuo  
Dean, School of Graduate Studies  
Kwame Nkrumah University of Science and Technology  
Tel: 0203217450
3. Mr. Kwame Adu-Gyamfi  
Ag. Director of Procurement  
Kwame Nkrumah University of Science and Technology  
Tel: 0244128097