

MIRACLE HOPE ARIWERIOKUMA

Procurement Officer

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Professional Profile:

A results oriented procurement professional with hands-on experience Vendor Coordination, RFQ processing, Procurement Documentation and Logistics follow-up with over 2 years of experience in both public and private sectors. Holds a strong academic background in Philosophy, Skilled in Communication with Suppliers, tracking purchase orders and maintaining accurate records. Eager to contribute to efficient procurement operations while learning and growing in a structured environment.

Education :

B.A. Philosophy, University of Port Harcourt, Nigeria 10, 2017-01, 2023

Experience:

Procurement/Operations Assistant, | Satisfied Sips |, Port Harcourt 12/2025- Present

- Manage the sourcing and procurement of materials for operational requirements to ensure cost effective purchasing .
- Monitor inventory records to identify replenished needs.
- Negotiate purchase terms, pricing to optimize company cost while fostering strong vendor relationship .
- Coordinate with logistics to ensure timely delivery of goods .

Assistant Procurement Officer, High Field Stronghold Limited, Abuja

10/2024 – 12/2025

- Assisted in sourcing and procurement activities by issuing request for quotations, evaluating vendor quotations and comparing supplier offers, resulting to a 10% reduction in procurement costs through effective supplier negotiations.
- Conduct local market research and supplier evaluations, leading to the selection of high-quality suppliers and a 5% increase in supplier performance.
- Ensured timely delivery of materials by tracking logistics movements and monitoring suppliers performance.
- Liaised with vendors and OEMs to resolve delivery delays and ensure uninterrupted supply of materials.

- Support Inventory Monitoring to ensure accurate stock record, improve material availability, and reduce the risk of stock-outs, contributing to smooth operational continuity.

Procurement Intern, Rivers State Bureau of Public Procurement, Nigeria

07/2023 – 01, 2024

- Contributed to the development and execution of annual procurement plans, aligning with organizational goals, which resulted in a 15% increase in procurement process efficiency over the years.
- Assisted in the bid opening process by ensuring proper recording and documentation of tender submissions in compliance with procurement and transparency requirements.
- Managed procurement call-off letters and communicated effectively with state government parastatals, ensuring 100% compliance with state-level regulations and a 98% on-time delivery rate.
- Maintained Procurement documentation (POs, Invoices,) ensuring accurate record-keeping and audit reediness
- Assisted in the selection of consultancy service,

Training and Certifications:

Federal University of Technology Owerri, Imo State, Nigeria 2023-2024

- ✓ Advance Procurement Management
- ✓ Strategic procurement planning and budgeting
- ✓ Performance-based procurement of non-consultancy services
- ✓ Procurement for design, supply, and installation of Electro-Mechanical plant

JAPPALL CONSULE LIMITED

Oil and Gas Procurement & Supply Chain & Contract Management (November-December 2025)

Skills:

- Microsoft Word, Excel
- Supplier Relationship Management
- Request for proposal/quotation writing
- Strategic sourcing
- Inventory management