

SIMON WAINAINA

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Professional Summary

Dynamic professional with 16+ years of relevant experience in logistics and inventory management. Demonstrated expertise in forklift operation, efficient material handling, and inventory control using advanced systems. Proven record in meeting safety standards and delivering exceptional customer service. Adept at utilizing Microsoft Office and Windows platforms to track and manage stock accurately, ensuring seamless operations in high-volume environments.

Work Experience

Warehouse Operator

BAKER & TAYLOR, INC. | Momence, IL

April 2009 to October 2025

- Operated forklifts, manual pallet jacks, and reach fork trucks to move and store inventory safely and efficiently.
- Used hand held RF units and warehouse management systems (WMS) to locate, pick, and track inventory items.
- Received, verified, and stowed incoming pallets and products in designated storage locations.
- Maintained inventory accuracy through regular cycle counts and ensured correct placement of stock.
- Provided training to team members on safe material handling and compliance with OSHA standards.
- Supported internal customers by ensuring timely delivery of inventory to packing and shipping departments.

Senior Accountant/Assistant Controller

FAIRMONT HOTELS & RESORTS | Nairobi

July 2000 to February 2008

- Implemented and maintained financial policies and internal controls for accurate reporting and compliance.
- Supervised and trained accounting team members in workflow and inventory-related processes.
- Managed accounts payable, including receipt, registration, and allocation of invoices to cost centers.
- Prepared reconciliations and analysis of balance sheet accounts, supporting inventory accuracy.
- Cross-trained department leaders in revenue and expense analysis for effective cost control.

Assistant Accountant

BESTFOODS KENYA LTD. | Nairobi

September 1999 to February 2000

- Managed accounts payable, ensuring timely processing and allocation to cost centers.
- Coordinated with logistics, procurement, and inventory teams to maintain system integrity and inventory records.
- Prepared remittances and supported inventory-related financial processes.

Assistant Accountant

MUGOYA CONSTRUCTION & ENGINEERING LTD. | Nairobi

December 1994 to March 1999

- Prepared and disbursed payroll, maintaining accurate personnel records for local and expatriate staff.
- Prepared and submitted statutory monthly and annual reports to ensure compliance.
- Supported setup of costing and pricing systems for new manufacturing operations, aiding inventory valuation and control.

Education

Accountancy (Certification)

Strathmore University
January 1998 to December 1998

Economics/Business Studies (Bachelor Of Arts)

Kenyatta University, (Kenya)

High school diploma or GED

Skills

- Inventory control
- Forklift operation
- Materials handling
- Inventory management
- Warehouse management systems
- Cycle counting
- Receiving and stocking
- Microsoft Excel
- Windows
- Customer service
- Problem analysis
- Basic math
- Logistics
- Compliance with safety procedures
- Communication skills

Certifications and Licenses

Driver's License

Additional Information

Authorized to work in the US for any employer