**First Name of Application CV No 1640364**

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**Objective**

Challenging position as a purchasing officer in a growth-oriented organization, which offers diverse job responsibility and the potential for advancement.

**Skills**

* Proven ability to streamline operations, while maintaining top performance.
* Effective use of statistical models to predict outcomes.
* Ability to delegate, manage, and prioritize.
* Made good purchases at reasonable price.
* Great ability to negotiate and manage supplier’s proposal.
* Good communicative and leadership skills.

**Work Experience**

Al Othaim Markets, KSA

**Purchasing Officer / Grocery Section Head (August, 2013 to Present**)

* Calculating monthly and yearly item requirements to facilitate purchase and delivery of goods.
* Negotiating good prices with vendors.
* Coordinating all aspects of delivery (artwork labels approval, item registration in Food and Drug Authority, shipping processes, way of item supply)
* Purchasing numerous imported commodities that contributing good sales in the business.
* Products and Vendors outsourcing.
* Reporting directly to manager.
* Managing and organizing all purchasing orders.
* Preparing weekly promotions.
* Preparing sales reports.

Al Othaim Markets, KSA

**Computer Operator/ Marketing Coordinator (August, 2012 to August, 2013)**

* Prepared sales report.
* Prepared Private Label weekly promotion.
* Coordinated all Private Label items related issue to the Marketing Department and to its Section Head.

Al Othaim Markets, KSA

**Merchandiser (August, 2010 to August 2012)**

* Made sure all shelves were fully filled in.
* Made sure shelf labels were accurate.
* Made sure FIFO policy was properly observed.
* Made sure Plan-O-Gram was thoroughly implemented
* Made sure the availability of the items in the designated area.
* Assisted the regulars.

Maria Theresa Trading Company, Philippines

**Sales Coordinator (1998 to 2010)**

* Established an effective communication between marketing and sales department.
* Reported directly to manager.
* Managed and organized all sales staff related issues.

**Education**

System Technology Institute – Batangas, Philippines

Computer Programming (1996)

**Personal Information**

Birthday: August 25, 1977 Age: 36

Marital Status: Single Sex: Male