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MARY

[MARY.349459@2freemail.com](mailto:MARY.349459@2freemail.com)

**PERSONAL SUMMARY**  
  
A results driven, hardworking and capable assistant procurement manager with a track record of significantly reducing costs and also improving a company’s processes and corporate purchasing programs. Having a proven ability to ensure that a company enjoys a competitive edge when compared to their competitors by securing the best quality, price and terms from suppliers. Always delivering results against strategic objectives, whilst working within the organizations core values ,beliefs and SOP. Now looking for a new and challenging managerial position, one that will make best use of existing abilities and knowledge and also further my career and professional development.

**CAREER HISTORY**

**RAMADA DOWNTOWN DUBAI**  
***ASSISTANT PURCHASE MANAGER*** – APR, 2014 –FEB , 2017

Responsible for working closely with the selected supplier and managing the company’s procurement activities. Also providing leadership for the purchasing department and motivating staff to achieve maximum performance and efficiency. Making sure that the purchasing department works within all of the companies Standard Operational Procedures   
  
Duties:

Responsible for Order Placement Timing, Supply / Demand Alignment, Material Replenishment and Supplier Performance.

* Processed CAPEX and obtained approval ; AMC’s and Agreement within each end user department
* Had sourced the most affordable materials for the company’s manufacturing process.
* Tenders and bids reviewed ,touched up into negotiated contracts and LPO’s with the vendors
* Delivery timing and supplier’s services has been ensured they were on time and efficient.
* The adequate supply of all required materials, components and equipment has been ensured at all times.
* Delivered cost savings system and technique for the company.
* Managed the procurement supplier relationships for the company.
* Helping to source alternative items for buyers and customers.
* Managed commodity cost initiatives.
* Preparing high quality tender documentation.
* Regularly contacting suppliers to renegotiate prices.
* Resolving disputes and claims with vendors and suppliers.
* Keeping all supplier programs current and accurate.
* Delegating projects and tasks to junior staff.
* Promoting best practice across the company.
* Involved in writing up contracts and the terms of sales.
* Developing relationships with distributors.
* Working to create and promote a safe working environment.
* Involved in selling off excess, damaged and inventory and stock.
* Overseeing staff training.

**SALUJA TOURS & CRUISES LLC**  
***ADMIN IN CHARGE cum RESERVATION & CUSTOMER SERVICE AGENT*** – NOV 2011 –NOV,2013

Duties:

Responsible for tour booking & reservations, deals agreement, guest queries regarding tour packages and dealing with after service feedback .

* Attending phone calls for reservations and Inquiries regarding Tours and Cruises and packages and promotions offered online.
* Assisting customers / guest reservation queries and booking confirmations
* Replying emails and confirming bookings / reservations through mails and fax
* Updating the daily booking sheets / traffic sheet , daily sheet.
* Type Correspondence, reports, and other documents.
* Maintain Office Files ; including confidential records & files.
* Arranging Transportation Sheets for Accounts reservation with transfer / Pick up and Drop off (cruises / safaris – etc.)
* Designating and Informing drivers of their pick up locations for guest pick up and drop off
* Updating MD for inquiries and requests for rates and packages and sending quotations for the same ( as approved by the Managing Director)

**EMAAR HOSPITALITY GROUP ( AL MANZIL & QAMARDEEN (VIDA )**   
***COMPLEX PURCHASE EXECUTIVE*** – DEC,2010 – OCT 2011

Duties:

Responsible for dealing with anything relating to the ordering of materials, services and supplies for the company.

* Purchasing according to the required time scale based on lead time required for suppy.
* Purchases of stock and non stocks goods and services.
* Assist the Purchasing Manager in negotiating prices with the suppliers
* Liase with Executive Chef with day to day purchase of perishable goods.
* Prepare Local Purchase Orders based on Approved Purchase Request
* Suppliers follow –up for undelivered goods based on LPO’s
* Complies with the Hotels HACCP, Health Safety and Fire Policies
* All invoices are handed over to AP for Payment on a weekly basis.
* Record keeping of purchasing documentation in line with Audit Requirements.

**PROFESSIONAL EXPERIENCE**  
  
Competencies:

* Establishing effective operating policies, lean initiatives and processes.
* Comprehensive understanding & experience of purchasing strategies and also inventory management.
* Regularly achieving cost saving targets.
* Resourceful and well organized.
* Extensive knowledge of purchase order systems and related software.
* Deep understanding of the principles of vendor management.
* Ability to manage multiple priorities.
* Knowledge of FMC ( Fidelio Material Control System )

**KEY COMPETENCIES AND SKILLS**  
  
Strong negotiating skills  
Change management  
Process management

**ACADEMIC QUALIFICATIONS**

* Diploma in Bachelor of Elementary Education ( BEED)-2000-2004

(West Negros University, Burgos St. Bacolod City, PHILIPPINES)

* Professional Licensure Examination for Teachers ( LET)

(Board Passer –(Rating:82.40) August 24, 2004, Bacolod City PHILIPPINES

**REFERENCES** - Available on request.