



Hsu Pyae Wunna

Procurement professional with over 6 years of experience in vendor management, sourcing, and procurement operations. Proven track record in negotiating contracts, managing supplier relationships, and supporting business operations through effective procurement practices. Adept at handling both procurement and administrative duties, ensuring cost savings and operational efficiency. Seeking to leverage my skills in a dynamic organization.

Contact

+959402030068

hsupyaewunna123@gmail.com

Yangon, Myanmar

Education

- Bachelor of Engineering (Electrical Power)
- Diploma in International Logistics & Supply Chain Management
- Diploma in International Business Administration
- Certificate in International Trade (Ministry of Commerce)
- Certificate in Procurement Management
- Certificate in Inventory Management
- LCCI Level I,II (UK), (Credit)

Skills

- Procurement & Vendor Management
- Contract Negotiation
- Purchase Order Management
- Cost Control & Budgeting
- Inventory & Supply Chain Management
- Administrative Support
- Strong Communication & Organizational Skills

Language

- Burmese (Native)
- English (Fluently)

Experience

Procurement Executive | Super Seven Stars Co.,Ltd

Mar 2023 - Present

- Overseeing the complete procurement cycle, from supplier selection to delivery and post-delivery performance evaluations.
- Issuing purchase orders and coordinating with vendors to ensure timely and accurate delivery of goods.
- Handling negotiations with suppliers to secure favorable terms, including price, quality, and delivery schedules.
- Monitoring procurement budgets and collaborating with finance to track costs and optimize spending.
- Providing administrative support, managing office supplies procurement, and coordinating vendor contracts for office services.
- Maintaining records of supplier performance, purchase orders, contracts, and financial documentation.

Procurement Engineer Cum Sales Coordinator| Farmer Lighting Co.,Ltd

Sept 2022 - Feb 2024

- Worked closely with the engineering and sales teams to determine material requirements for projects.
- Researched and evaluated suppliers, ensuring materials met technical specifications and quality standards.
- Managed purchase orders, tracked shipments, and ensured timely delivery of goods for ongoing projects.
- Prepared commercial quotations, analyzed market trends, and provided input for competitive pricing strategies.
- Assisted in inventory management, ensuring optimal stock levels to prevent project delays.
- Maintained procurement documentation and coordinated with suppliers for order fulfillment and payment processing

Front Desk Receptionist | Myat Mon Tokyo Clinic

June 2017 - Sep 2020

- Managed front office operations, including greeting visitors, handling calls, and scheduling appointments.
- Assisted with administrative tasks, including office supply procurement, coordinating deliveries, and managing vendor relationships for office services.
- Handled basic purchase requests, ensuring timely delivery of office supplies, and maintaining accurate inventory records.
- Coordinated with external vendors for services such as maintenance, cleaning, and office supplies, contributing to efficient office operations.