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Aptitudes principales

Relationship Building

Inventory Control

Contract Negotiation

Languages

Spanish (Native or Bilingual)

Inglés

Certifications

LOGISTIC POST GRADE

Saúl Ignacio Gutiérrez Orozco

PURCHASING ASSISTANT AND SUPPLY CHAIN SPECIALIST

Medellín, Antioquia, Colombia

Extracto

Logistics specialist committed to generating value
in the search for solutions through the application of comprehensive
logistics

Experiencia

DOBLLAMOS S.A

Purchasing Assistant

enero de 2017 - Present (8 años)

Sabaneta, Antioquia, Colombia

Purchases of raw materials and supplies, supplies and everything related to
the activity of structural engineering and cutting and folding services.

Acquisition of rental of heavy machinery such as PH cranes, Camabajas, mule
tractors, 17-ton truck tractors, 8-ton trucks, people lifting platforms, etc.

- Place purchase orders with suppliers.
- Regularly liaise with Sales and Warehouse departments at branch level regarding stock related matters.
- Obtain price and availability requests.
- Assisting with stock re-ordering and warehouse replenishment.
- Work directly with local suppliers to place orders, and with overseas traders suppliers when it Will be necessary.
- Ownership of end-to-end purchase order lifecycle management (formulating the purchase order for the customer, following up constantly and providing relevant updates from the supplier back to the internal customer)

FORMAS ÍNTIMAS

Distribution Center Supervisor

septiembre de 2011 - diciembre de 2015 (4 años 4 meses)

Medellín

- : Coordinate shipments of merchandise.
- : Ensure the scanning process of the finished product.
- : Evaluate and review the management and reception of both outgoing and incoming billing.

- : Manage the personnel in charge of Reception, Scanning, Billing and Dispatch tasks.
- : Control of transport indicators.
- : Renew negotiations.
- : Guarantee the reliability of the scanned units, helping the reliability of the Inventory
- : Negotiate with carriers seeking to obtain the lowest overall cost in shipments to end customers.

Imagen y Armonía

Communicator

enero de 2005 - septiembre de 2011 (6 años 9 meses)

Medellín

Freelance in Internal Communications and Lobby. Social media marketing.

MARÉ MANIQUIES

Director of Purchasing

abril de 2005 - enero de 2006 (10 meses)

Medellín, Antioquia, Colombia

Execute everything related to the purchases of inputs and raw materials.

- : Evaluate quality of materials.
- : Maintain charge-discharge inventory.
- : Regulate consumption.
- : Obtain discounts and excellent relationships with suppliers by expanding said portfolio.

Multienlace

Customer Service Specialist

abril de 1996 - agosto de 2001 (5 años 5 meses)

Medellín, Antioquia, Colombia

Advice, billing discrimination, complaints, technical connectivity complaints and customer service.

Educación

UNIVERSIDAD AUTONOMA LATINOAMERICANA

Master's degree, Logistics, Materials, and Supply Chain
Management · (2011 - 2011)

Universidad de Medellín

Bachelor, Business/Corporate Communications · (1996 - 2001)