A person with a goatee and beard

Description automatically generatedFON ROGER WUNG

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POSITION APPLYING FOR:

**SENIOR PROCUREMENT SPECIALIST**

**SUMMARY STATEMENT**

An experienced professional with extensive knowledge in the Food & Beverage industry, specializing in Procurement, Purchasing, Receiving, Storekeeping and Inventory Management. Known for maintaining composure under pressure, fostering team and business growth, and adeptly evaluating opportunities and risks to deliver effective solutions to challenges. Possesses excellent client interaction skills and a proven track record of defining strategic company directions by reducing costs and eliminating inefficiencies.

**KEY SKILLS**

* Teamwork, flexibility, and adaptability.
* Problem solving and decision making.
* Effective communication skills and time management.
* Customer service excellence and computer knowledge in excel / Microsoft words.
* Ability to work well as an individual and as a team.
* Accuracy – attention to details, able to follow instruction precisely and get the job done on time.
* Fluent in written and spoken English.

PROFESSIONAL EXPERIENCE

1. Del Monte Cameroon, Packing Agent 2010-2011
2. SONARA Cameroon, Safety Office 2012-2013.
3. Fresh Express LLC, Dubai – UAE Assistant Storekeeper February 2014 – 2015

# Fresh Express LLC, Dubai – UAE promoted as Receiving Clerk February 2015- August 2019.

# Eathos Kitchen – Work as storekeeper, receiving clerk and assistant purchaser 2019 – July 2022

# Eathos F&B Investments - Working as Procurement Specialist, (Got Promoted July 2022)

# Eathos F&B Investments – Was promoted as Senior Procurement Specialist, (February 2024 present)

**KEY RESPONSIBILITY AS SENIOR PROCUREMENT SPECIALIST**

1. Sourcing out the best prices in the market and ensuring buying from the cheapest suppliers.
2. Preparing proposal, requesting quotes, and negotiating purchase terms and condition.
3. Ensure that the company materials and products meet all their specification.
4. Evaluating suppliers’ performance, resolving issue and concerns.
5. Prepare and issue purchase orders and agreements.

**KEY RESPONSIBILITY AS RECEIVING CLERK**

1. Receive goods from supplies, inspect (quality and quantity) matches the purchase order.
2. Ensure all deliveries are on time and write up credit claims, if necessary, for goods overcharged, short delivered or quality rejected.
3. Booking invoices daily to maintain price update. Report any discrepancy or change in price against purchase PO.

**KEY RESPONSIBILITY AS STOREKEEPER**

1. Avoid wastage by maximizing the quantity of stock purchased.
2. Keep a par level in stock and ensure adequate record keeping and manage all documentation to confirm proper stock levels.
3. Dispatch goods only in required quantity against authorized requisition notes or material lists
4. Ensure that all goods are stored safely at the right temperature and that goods meet standards set by the organization and municipality.
5. Understanding of standards of HACCP in store practices
6. Rotate stock and coordinate the disposal of surpluses. Also ensure goods are checked and follow FIFO to ensure that all products are store correctly.
7. Keep all storage areas at the highest level of sanitation and cleanliness.

**PERSONAL ACSHIEVEMENT AS A STOREKEEPER**

1. Reorganized warehouse inventory system, by making the process less cumbersome to handle than before.
2. Implementing a new technique of eliminating unneedful space and creating more space to store more product.
3. Trained new employee on handling product in the store.
4. By creating more space in the company premises, it’s saved the company.

$10000 by shipping from a lesser vendor but not compromising the quality of the good.

1. Developed a dynamic labeling system, which reduces time in writing labels by hands.
2. Giving daily first Aid practice to reduce the risk of workplace incident or accident.

**PERSONAL ACSHIEVEMENT AS A RECEIVING CLERK**

1. Implementing advanced quality and product control to avoid complaints from customers. Expedite in checking orders against original PO for accuracy.
2. Effectively able to process paperwork associated with both incoming and outgoing shipments, in accordance to set specifications.
3. Well –versed i sorting incoming shipments, verifying quantities against PO
4. Reports any quality, short or damaged products to the appropriate department.

**PERSONAL ACSHIEVEMENT AS A SENIOR PROCUREMENT SPECIALIST / PURCHASER**

1. Checking local marking for more suitable or better prices (Cost Savings)
2. Have good relationship with supplier to ensure smooth delivery services.

**EDUCATIONAL QUALIFICATION**

1. Diploma in warehousing and storage.
2. Diploma in Electro Machinic and Safety.
3. Diploma in Electrical Technology**.**

**REFERENCE**

**Name: Pierre Nehme Name: Jose Maliakal**

**Position: Supply Chain & Procurement Director Position: Director of Finance**

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