



Ma. Cristina Empleo

Senior Purchasing Officer

Resourceful and adaptable individual with strong organizational, time management and problem-solving abilities. Dedicated to optimizing business profits by negotiating optimum supplier contract terms. Proactive in sourcing new vendors and suppliers to boost product offerings.

Contact

Phone

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Email

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Address

Sharjah, United Arab Emirates

Personal Info

Religion: Catholic

Nationality: Filipino

Marital status: Single

with valid UAE driving license

Expertise

EPROMIS ERP

SAP

Microsoft Office

Skills

- Market research
- Excellent verbal and written communication
- Reporting knowledge
- Contract negotiation
- Multi-tasking
- Inventory and demand planning
- Document preparation

Experience

2017 - present

STARS GLASS and ALUMINIUM CO. - Sharjah, UAE

SENIOR PURCHASING OFFICER

- Kept clear, up-to-date records of stock, components and materials.
- Reviewed and renegotiated key contracts to maintain cost-effectiveness.
- Updated matrixes with product cost changes to facilitate accurate budgeting.
- Scrutinized existing practices, identifying ways to reduce cost and eliminate waste.
- Implemented Corrective and Preventative Actions (CAPA)s to enhance stock quality assurance procedures.
- Projected procurement requirements to order exact stock for operational needs.
- Secured cost-effective sales orders for bespoke items and seasonal goods.
- Monitored logistics to identify bottlenecks, implementing process changes to raise efficiency while maintaining high standards.
- Coordinated store and production teams to meet specified delivery requirements.
- Established and managed relationships with new and existing suppliers to strengthen supply chain.
- Presented accurate quarterly stock figures to monitor department success.
- Negotiated contracts, prices and timelines to achieve maximum ROI on purchasing choices.
- Conducted inspection policies to verify quality of raw materials and finished goods.
- Analyzed and reduced risk within supply chain to protect robust flow of inventory.

Education

2002-2006

Information and Communication

Technology - Graduate

INTERNATIONAL ELECTRONICS AND TECHNICAL INSTITUTE, PHILIPPINES