



# JENER [REDACTED]

Procurement / Sourcing / Buyer

## Profile

Senior buyer with over 8 years of progressive procurement experience. Well-versed in planning and executing daily and special inventory buys. Proficient in purchasing and procurement environments. Expert at supporting business with high-quality, reliable goods delivered on consistent schedule.

## Work Experience

**New Business Development Sourcing Coordinator** [REDACTED]

July 2023 - Present

- Research potential vendors, suppliers, or partners that align with the company goals.
- Conduct market research to understand industry trends and competitor activities.
- Communicate with potential suppliers or business partners to gather quotes and proposals.
- Work closely with business development, procurement, and operations teams to ensure alignment with overall business strategies.

**Procurement Buyer 2** [REDACTED]

Jan 2020 - May 2023

- Understand the company's purchasing policies and procedures and adhere to them when placing orders.
- Utilized procurement tools to manage quote process, invoicing, order entry and receiving.
- Reviewed proposals, qualified vendors and recommended optimal suppliers.
- Developed and improved account relationships.

**Purchasing Head** [REDACTED]

Nov 2017 - Nov 2019

- Solved diverse supply chain problems involving numerous sources, logistics, and scheduling factors
- Reduce costs and improve the efficiency of the company's procurement processes.
- Schedules deliveries and ensures timely fulfillment of orders.
- Travels to vendor locations.

**Purchasing Staff** [REDACTED]

July 2015 - Oct 2017

- Established clear lines of communication between business and clients.
- Performed monthly reconciliation of purchase orders.
- Monitor orders and inventory stocks.

## Education

[REDACTED]

BS Agriculture

[REDACTED]

## Contact

Address

[REDACTED]

Phone

[REDACTED]

Email

[REDACTED]

## SKILLS

- Problem Solving Skills
- Multitasking Skills
- Customer Service Skills
- Time Management Skills
- Purchasing Proficiency