

# Sample 1

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## PROCUREMENT EXPEDITOR

Effective Communicator | Strong Targets Achiever | Analytical Problem-Solver

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### PROFESSIONAL SUMMARY

- 5+ years of experience in procurement and internal-external stakeholders collaboration roles
- Strong verbal and written communication skills with ability to build professional relationships
- Excellent organizer with efficient skills in prioritizing to optimize time management
- Quick learner and team player with ability to work well independently in fast-paced work environment
- Proficient with computers, online systems and Microsoft Office: Word, Excel, PowerPoint and Outlook

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### WORK EXPERIENCE:

#### Corporate Social Responsibility Associate – JVA Limited (Oct 2018 – Feb 2020)

- Collaborated with various stakeholders across the country to prepare for review meetings for projects amounting to over CAD 550K
- Facilitated flow of resources between various departments and parties by implementing checks to ensure all critical deliveries arrive at their destinations on time
- Liaised with vendors to ensure services are delivered as per the negotiated guidelines and procedures
- Designed the process to address activities pertaining to solid waste management
- Handled inventory for approximately 3 tonnes of old employee's uniforms collection and upcycling

#### Procurement Associate – Purchase Master Limited (Nov 2014 – Oct 2018)

- Communicated with vendors to receive timely shipments of materials at respective destinations
- Examined deliveries worth CAD 600K to ensure accurate quantities, quality and specifications are met
- Expedited end-to-end integration of 150+ vendors on SAP adhering to company's guidelines, instructions and motto of being "on-time" and "hassle free"
- Tracked payment details on MS Excel and examined job cost reports for inconsistencies
- Met with management to assess reliability of suppliers and vendors, and to identify solutions for ongoing problems
- Performed all types of clerical duties including maintaining accurate records and files of activities

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### EDUCATION AND TRAINING:

- Fundamentals on REDD+ – UNCC (2020)
- Master of Commerce – Indira Gandhi National Open University (Jun 2017)
- Bachelor of Commerce – Delhi University (Jun 2014)

References available on request