

Helen Mountford

Graduate buyer

AREAS OF EXPERTISE

Stock handling / reporting

Procurement and planning

Supply chain

Promotions

Sourcing

Supplier management

Sales analysis

Query resolution

PROFESSIONAL

ERP

German

PERSONAL SKILLS

Confident

Articulate

Communication skills

Technically minded

PERSONAL DETAILS

*Helen Mountford
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DOB: 08/12/1987

Driving license: Yes

Nationality: British

PERSONAL SUMMARY

A recent graduate who is currently employed assisting to source, buy and deliver a specific range of products at the right cost, right time and the right place. Successfully helping the company to maintain a competitive advantage over rivals. Looking to be part of an organisation that is passionate about its products and that offers potential for personal development and progression.

Possessing a good level of numeric skills with an eye for detail, currently looking for a position as a graduate buyer.

ACADEMIC QUALIFICATIONS

BA (Hons) Retail Buying
De Montford University 2007 - 2010

A levels: Maths (A) English (A) Physics (A)
Central College 2005 - 2007

WORK EXPERIENCE

Salford Accountancy Firm – Coventry
RETAIL BUYER June 2010 - Present

Involved in a hands on role that includes liaising closely with merchandisers, suppliers and other departments to ensure that new products are accurately set up in corporate systems and delivered according to agreed timescales.

Duties:

- Helping to eliminate costs throughout the supply chain.
- Updating and maintaining the supplier database.
- Making sure there is minimum wastage and production cost targets are achieved.
- Ensuring customer specifications are met.
- Chasing up deliveries.
- Responsible for product quality.
- Promotional and pricing administration is completed efficiently and effectively.
- Monitoring and measuring company initiatives.
- Maintain accurate supplier billing and invoicing issues.
- Carrying out filing and general administrative duties.
- Developing purchasing strategies in line with corporate objectives.
- Dealing with and resolving any invoice queries.
- Helping to develop logistic simplification programmes.

KEY SKILLS AND COMPETENCIES

- Ability to identify, evaluate and recommend suitable alternative sources of supply.
- Able to analyse information to forecast UK trends.
- Experience of reviewing sales, forecasting stock requirements & placing re-buys.
- Familiar with producing management reports on supplier performance.
- Experience of working closely with merchandising & quality assurance teams.
- Able to manage key suppliers to ensure a high level of service from them.
- Good IT skills, specifically Excel & MS Office.
- Effective communicator & net worker.
- Excellent admin and organisational ability.
- Knowledge of business principles and core values.
- Constantly on the look out to reduce inefficiencies.

REFERENCES – Available on request.

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