

Maxine Curry

Buyer

AREAS OF EXPERTISE

Increasing Margins
Stock Control
Managing Suppliers
Tenders
Internet merchandising
Deal making
Team meetings

PROFESSIONAL

French speaker
First Aider

PERSONAL SKILLS

Passionate
Forward thinking
Focused
Hard working

CONTACT

Maxine Curry
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Driving license: Yes
Nationality: British

PERSONAL SUMMARY

A competitive, well organised and successful Buyer who has extensive experience of all aspects of the procurement process. Maxine has a long track record of finding the best products for the best prices, from the most reliable vendors. She has broad buying skills across multiple categories and extensive experience of sourcing goods from around the world. Furthermore, during her career she has gained extensive buying and procurement experience in the following categories; Food, Beverages, Media and Sporting Goods. Right now, she is looking to take her career in a new and refreshing direction by joining an ambitious company that is going places.

WORK EXPERIENCE

Company name – Location

BUYER Jun 2013 – Present

Responsible for enhancing the company's profits by acquiring suitable goods at a competitive price through sensible planning and careful purchasing.

Duties:

- Negotiating commercial contract arrangements with local & international suppliers.
- Getting the best buying terms and conditions & the most competitive prices possible.
- Negotiating prices, quantities and delivery time-scales with a supplier's sales team.
- Sourcing suppliers through contacts, conferences, networking events & the Internet.
- Liaising with the sales department to select a range of products to source and buy.
- Analysing consumer buying and spending patterns to try to predict future trends.
- Attending trade fairs and demonstrations to research new products and suppliers.
- Supervising & mentoring the work of Junior Buyers and Merchandising Assistants.
- Calculating the impact of any purchases on company sales and gross margin.
- Maintaining procurement documents in a systematic and auditable fashion.
- Assisting with the preparation and implementation of formal bids to buy stock.

Company name - Location JOB TITLE Dates (i.e. Aug 2011 – Jun 2013)

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KEY SKILLS AND COMPETENCIES

- Improving existing buying processes by closely examining current systems.
- Taking into account customer demand and price before making a decision to buy.
- Fully conversant with modern procurement, sourcing and negotiating techniques.
- Able to cope with the demands of a fast paced and changing business.
- Ability to negotiate at decision-making levels to Directors and Senior Managers.
- Able to deal with frequent changes to and unexpected delays in the buying process.

ACADEMIC QUALIFICATIONS

Nuneaton University **2008 - 2011**
BSc (Hons) Sales Management

Coventry Central College **2005 - 2008**
A levels:
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



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