

# Maxine Curry

## Purchase Manager

### AREAS OF EXPERTISE

*Creating Purchase Orders*

*Supplier accounts*

*Stock analysis reports*

*Cost reduction*

*Administrative processes*

*Staff performance*

### PROFESSIONAL

*German speaker*

*Company key holder*

### PERSONAL SKILLS

*Determined*

*Forward thinking*

*Focused*

*Hard working*

### CONTACT

*Maxine Curry  
Dayjob Ltd  
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*Driving license: Yes  
Nationality: British*

### PERSONAL SUMMARY

A target driven individual who can liaise between suppliers, manufacturers, internal departments and customers. Maxine has a track record of buying the best quality goods and services for her company. She can effectively build lasting relationships with both national and international suppliers and develop staff to achieve their best performance on both a team and individual basis. In her current role she leads a team of 20 staff who work hard to achieve their common goals. Right now she would like to join a company that is looking to recruit an experienced Purchase Manager as part of an exciting expansion plan.

### WORK EXPERIENCE

#### *Company name – Birmingham*

PURCHASE MANAGER      Jun 2013 – Present

Responsible for managing and maintaining stock requirements in line with budgets and seasonal demands.

#### *Duties:*

- Processing all paperwork relevant to the purchasing and receipt of goods.
- Liaising with internal and external departments.
- Forecasting price trends and their impact on the business.
- Monitoring and managing supplier performance.
- Training up and then supervising junior buyers in the company.
- Placing orders and monitoring delivery dates.
- Sourcing new suppliers and finding out what they have to offer.
- Forecasting the future levels of demand for products.
- Attending meetings and trade conferences as required.
- Ensuring compliance to company Purchasing Guidelines and systems.
- Assisting with following up overdue accounts for payments.
- Maintaining and developing an approved suppliers list.

#### *Company name - Location*

JOB TITLE      Employment dates (i.e. Aug 2011 – Jun 2013)

### KEY SKILLS AND COMPETENCIES

- Creating and maintaining procedures relating to the purchasing function.
- Developing supplier consolidation plans.
- Excellent telephone manner and fully computer literate.
- Able to prioritise workload and manage several projects at any one time.
- Implementing effective cost saving plans.
- Monitoring of costs throughout projects by identifying and tracking cost drivers.

### ACADEMIC QUALIFICATIONS

*Nuneaton University*      **2008 - 2011**  
BSc (Hons)      Buying

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

**REFERENCES** – Available on request.



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