**2019 - Present**

PROCUREMENT INTERN

6 Ikeja, Lagos.

sample@gmail.com

0804-7657-432

**@**



**CONTACT**

**Great relationship management**

**Strong negotiation skills**

**Impeccable time-management**

**Strategic thinking**

**Change positive**

**SKILS**

**2006- 2012**

**BSC. SUPPLY CHAIN MANAGEMENT**

University of Lagos, Lagos.

Secondary School Leaving Certificate

RAMA Secondary School

**2012 - 2018**

**EDUCATION**

**PROCUREMENT OFFICER**

**ABC** Company Limited

* Assist buyers in purchase order execution.
* Help audit supplier database.
* Establish and maintain effective communication and working relationship.
* Search for opportunities to improve the purchasing processes.
* Assist with negotiation and supplier selection.
* Work professionally with co-workers to obtain necessary information in support.
* Support in maintaining proper filing.
* Organizational support in operational processes.
* Other administrative support to Procurement Unit.
* Performing data analysis to identify opportunities for cost reduction.
* Providing support for sourcing projects, including data analysis and supplier interface.

**WORK EXPERIENCE**

I am a driven associate buyer with strength in streamlining procurement operations while achieving cost savings and improving reporting procedures.

My passion for procurement and strategies has driven me to develop my procurement skills.

**ABOUT**

JOHN **EMMANUELS**