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|  | Norbert Lang  168 Walm Lane London, NW23AX  07415744298  lang.norbert@gmail.com |

**Professional summary**

I consider myself to be a bilingual professional with in-depth experience of Banking and Financial Services industry with my current position in a fast-paced professional services organisation, working with several global entities that form part of an overall global group of companies. Due to my experience in Banking and Procurement, I feel that not only have I developed my skill set, but my ability to work with and interact with colleagues from various levels of management within the companies.   
  
Among the main skills: detail oriented, analytical, computer literate, fast learner, adaptable, communicative and with personal integrity, self-motivated, able to work independently as well as within a team, good knowledge of key financial indicators.

**Skills**

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| * Complex problem solving * Proficient in MS Office * Goal-orientated * Proactive and positive attitude * Ability to multi-task * People-orientated | * Negotiating skills * Very good computer literacy * High attention to details * Ability to work well under pressure * Very good communication on any level * Team player |

**Work history**

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| May 2018  －  March 2020 | Gravity Media (UK.) Ltd Watford  Procurement Administrator  Main Duties and Responsibilities:   * Build and manage business relationships with suppliers, both new and existing; * Negotiate price and terms to best suit the interest of the business in close collaboration with the Legal and Commercial Teams; * Perform price analysis for different purchase products taking into consideration historic rates, trends and multiple suppliers where applicable; * Track expenditures and make sure they fall within the budget allocations for various Projects and provide data/reports to the Senior Management; * Work closely with internal departments (Legal, Finance, Engineering) to ensure daily procurement tasks are carried out in compliance with all policies and workflows in place and provided these meet the required deadlines for certain operations; * Raise the Purchase Orders in the internal system, seek approval from the competent Approval Bodies and place Orders with suppliers, consequently monitor the delivery of the goods/services; * Create and keep records up to date for product codes and information used on the internal Ordering system; * Contact suppliers to request quotations for various expenditure categories such as: Capital Assets (mainly Broadcast Equipment), IT Products (both Hardware and Software/Licensing), Infrastructure (Cables, Connectors, other Consumable Parts) and also Stationery and other Operational Category Types; Selection of the most cost effective offer available after performing the required due diligence in determining the chosen supplier and obtaining internal approval of the costs from the relevant Approval Authority;. |

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| June 2016  －  May 2018 | Gravity Media Ltd Watford  Purchasing Assistant / Business Systems Support  The role is hybrid aimed to serve two Departments within the company:  1)      Procurement and 2) Assets  Duties & Responsibilities:   * Identification, analysis and recommendation of asset procurement, upgrade and resale; * Research for prices and lead times for Capex assets or IT equipment needed to be sourced for the needs of the business or to cover Project requirements; * Check the pricing and find ways to maximize margins for procurement of new assets; * Liaise with new suppliers to set up new trade accounts, agree the T&C’s and ensure key commercial terms are negotiated in compliance with legal, financial and commercial principles; * Raise the PO (Purchase Order) on the internal system; * Sign off the orders in compliance with the existing workflows in place and with the competent Approval Authority (Capex or Infrastructure, value, urgency, etc) and place orders with suppliers; * Management of procurement budgets and delivery schedules; * Provide effective implementation of, and training on, the Asset Management systems to new and existing end users; * Determine efficient and cost effective asset allocation to achieve optimal return on investments whilst reducing costs. |

Previous professional background summing up to 8 years in the banking sector in Romania, time in which I developed my business acumen and sharpened a set of skills such as: working under pressure to meet targets, forging lasting relationships with existing and new customers, negotiating pricing and deals for the business credit applications, liaising on all levels with colleagues from other internal Departments as well as partners (insurance companies, notaries, etc) to finalize lending transactions and nevertheless to always show professionalism and fantastic customer service.

For a more detailed overview of the previous roles please refer to my LinkedIn account:

<https://www.linkedin.com/in/norbert-lang-756110103/>

**Education**

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| 2003-2007 | West University of Timisoara  Bachelor Degree In Economics: Finance And Banking |

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| 1999-2003 | Baccalaureate Diploma in Mathematics and Computer Science  National College Dragos Voda, Sighetu Marmatiei, Romania |