

Nora Padar

CONTACT

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SKILLS

- Team player
- Eager and quick learner
- SAP, MRP/ERP, baan, Agile, Microsoft Office, Lotus Notes expertise
- Global materials sourcing strategies (automotive, aerospace, security, oilfield, tracking systems, industrial, etc.)
- Extensive manufacturing experience
- Continuous process improvements
- Purchasing procedures
- Exemplary communication
- Effective issue resolution
- Vendor relations
- Pricing Negotiations
- Quality Assurance

LANGUAGES

Hungarian: Native language

English: C2

Master or proficient

Italian: A2

Elementary

PROFESSIONAL SUMMARY

Passionate Purchasing Expert driven to lower costs and increase quality of goods with proactive approach to supplier management. Familiar with manufacturing practices and business operations. Finely tuned to customer buying desires, rising trends and changes in supply chain. Functions under minimal supervision, but also excels in team environments to attain sales goals and fulfil customer requests. Always looking for new ways to self develop and broaden experience.

WORK HISTORY

Lead Buyer 03/2018 - Current

SMS Electronics Ltd - Nottingham, Nottinghamshire

Restructuring, due to introduction of new Purchasing Manager role, Purchasing Team Leader role became Lead Buyer.

- Mentoring and motivating buyers in team, enabling high quality standards and excellent levels of productivity across team.
- Monitoring electronics market to ascertain current trends (serious global allocation issues) and meet customer demand.
- Calculated and reported actual and projected sourcing savings by high runner products. (across around 10000 part numbers and 5 key suppliers, managed to save around 10% on yearly supply costs)
- Prepare tenders for NPI customers, analysing BOM structure, understanding of New Product Introduction processes
- Updated purchasing processes along with Purchasing Manager; implemented improvements within team, also introduced process automatizations resulting in cost savings and higher efficiency within team.
- Managing production levels, identified material shortages and monitoring inventory levels to meet order delivery requirements.
- Driving cost reduction efforts for supply chain plan to ensure annual targets are met.
- Building supplier relationships to mitigate risk and establish effective purchasing arrangements with key direct and indirect suppliers by organising and conducting QBRs.
- Preparing KPIs for QBRs and discuss with suppliers in order to improve overall performance.
- Contract management with new and existing suppliers
- Taking ownership of and conducting Weekly Shortage Report and implement any improvements that benefits internal stakeholders.
- Implemented Desktop Audit form for suppliers to carry out on a yearly basis.

Purchasing Team Leader

11/2013 - 03/2018

SMS Electronics Ltd - Nottingham, Nottinghamshire

- Managed a team of six to improve performance against company KPI targets (OTD, inventory turn, inventory value)
- Introduced QBR (Quarterly Business Review) process to improve supplier relationships and monitor and discuss supplier KPIs on a regular basis.
- Introduced Weekly Shortage Report within the business; liaised with planning and production team to develop and improve current issues around production shortages;
- Constant optimization of operation purchasing processes.
- Sourced new vendors and suppliers to boost product offerings and increase profit margins on high runner products.
- Escalation handling, root cause analysis

- Inventory and goods receipt monitoring and reporting, inventory management
- Adjusted procedures to maximize department effectiveness.
- Saved 20% on printer cartridge contract.
- Made saving on purchasing a forklift truck, instead of long term rent.
- Handled effective production forecasting, considering lead times, supplier capacity and production capacity.
- Built collaborative, professional relationships with key suppliers, ensuring cost-effective purchasing.

Buyer

04/2012 - 11/2013

SMS Electronics Ltd - Nottingham, Nottinghamshire

- Managed, negotiated and implemented contracts for cost-effective results.
- Improved supplier negotiations through regular price reviews for increased profitability.
- Handled purchase orders accurately and efficiently to achieve results within timeframes.
- Provided procurement support, advice and guidance to internal and external stakeholders, enabling effective tendering processes and on-time deliveries to customers.
- Conducting supplier consolidation to effectively reduce cost of supply base.
- Built positive, productive relationships with stakeholders, communicating updates and seeking mutually beneficial outcomes.

Quality Specialist/Supply Chain Specialist

12/2010 - 04/2012

Greene, Tweed & Co Ltd - Nottingham, Nottinghamshire

- Managed thorough quality investigations through 4D and 8D reports, raising and closing corrective actions promptly.
- Assessed and evaluated required changes from suppliers, ensuring strict compliance with customer policies.
- Completed deviation forms and recorded findings of inspection process, collaborating with quality team members and department managers to implement procedural remedies.
- Worked with suppliers to manage schedules, specifications and quality compliance and expedite orders to fulfil customer requirements on time.
- Purchased variety of raw materials and consumables from both domestic and international suppliers, using forecasting tools and manual systems (aerospace, oilfield, industrial)
- Resolved invoice queries
- Provided service support to internal customers
- Negotiated with suppliers

EDUCATION

Diploma of Higher Education: Full Stack Development

Code Institute – United Kingdom

I am currently working towards a Diploma in Full Stack Development, credit rated by West Scotland University.

Training Certificate: First Aid at Work, 05/2021

St John Ambulance – Nottingham, UK

Certificate of Higher Education: Level 3 Award in Leadership and Management, 03/2016

ILM – United Kingdom

Training Certificate: 5S Training - Go Lean a Work, 07/2014

5S Training Provider at SMS Electronics Ltd – United Kingdom

Training Certificate: Internal Auditor: AS9100 Rev C, 07/2013

BSI Assurance UK Ltd – United Kingdom

Bachelor of Science: Engineering Management, 02/2010

Obuda University – Budapest, Hungary
Bachelor Of Science Degree in Engineering Management

- Major in Quality Control Management