**Amir Berko**

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* **13 years of experience in strategic procurement and purchasing of goods and services, conducting negotiations, reducing costs and meeting savings objectives.**
* **Developing and managing a database of local and foreign suppliers in various fields, excellent supplier relations and special prices.**
* **Order management and supply monitoring, invoice approval and handling payments while interfacing with organizational systems.**
* **Risk and crisis management, presenting creative solutions, managing and motivating teams, and leading streamlining and process improvement measures.**
* **Macro and micro perspective, business understanding, fluent English, excellent interpersonal communications and proficient with creating a pleasant working environment.**

**Education:**

2014-2016: MBA, Ono Academic College, Kiryat Ono

2004-2007:B.A. in Economics and Business Administration, Ariel University

**Professional Experience:**

2021–Present: **Senior Procurement Buyer, Mitrelli Group**

* **Preparing orders and purchase orders**; receiving and comparing proposals, negotiating, reducing costs and finalizing engagements.
* **Working with suppliers in Israel and abroad, maintaining communications and ordering products** - Developing and fostering supplier relations while locating new purchasing sources.
* **Shipping and logistics** - Monitoring and supervising shipping operations in Israel and abroad while adhering to delivery times.
* **Purchasing activity mapping and analysis** - Reports, Pareto price comparison and information analysis.
* **Invoice handling and verification** - Entry, monitoring invoices and promoting supplier payments.
* **Establishing serial and catalog numbers** for computers, labs, E-learning, etc.
* **Priority** - Proficient with Priority, including: issuing orders, reports, catalog, logistics, invoices and more.
* **Continuously engaged with Excel**, utilizing various functions, such as: VLOOKUP, Pivot, charts, etc.
* **Continuous interface with organization departments** providing full support and assistance to suppliers and internal customers.

2016-2021: **Senior Procurement Buyer, Bynet Data Communications Ltd.**

* **Responsible for purchasing communications, computer and security products as per organizational projects and sales department demands.**
* **Implementing the company purchasing policy**, achieving cost reduction objectives, improving profitability metrics and more.
* **Supplier management (foreign and local)**, developing new suppliers and fostering contacts with existing suppliers while maintaining the supply flow.
* **Sourcing new/alternate products** for reducing costs and improving project capabilities in a competitive market.
* **Supporting various projects (PMO)** and reducing costs while purchasing products in new fields based on demand.
* **Executing orders**, defining needs and requirements, **conducting complex negotiations** toward optimal purchasing and finalizing agreements.
* **Supplier control**, evaluating and examining merchandise and service quality, trade management and routing, and devising crisis management measures.
* **Monitoring and controlling the process from order to delivery**, invoice control and promoting supplier payments.
* **Continuously interfacing with organization departments**, addressing various challenges and providing creative solutions to ensure stakeholder satisfaction.
* **Establishing serial and catalog numbers** for communications, telephony and other components. **Analyzing purchasing operations and issuing reports.**
* **Among my achievements: Reducing costs by hundreds of thousands of NIS | Developing exceptional professional and personal supplier relations**

2007-2015: **Regular and Standing Army Service, Senior Academic Officer**

**Procurement Division Manager** (2010-2015)

* **Responsible for multimillion NIS procurement processes and internal and external supplier relations.**
* **Implementing the procurement policy**, complying with annual work plans, objectives and budgets.
* **Team management and mobilization**, guidance and task delegation, professional management and response to dilemmas while handling individual issues.
* **Preparing orders and purchase orders**; receiving and comparing proposals, negotiating and finalizing engagements.
* **Ongoing control of supplier activities**, merchandise and service quality, monitoring supply times and meeting agreement terms.
* **Handling, examining and approving invoices for external suppliers.**
* **Tenders**; pricing, preparation and management to award, ongoing working interfaces with the Ministry of Defense.
* **Purchasing activity mapping and analysis**, measuring forecast vs. performance, leading to streamlining and substantial cost savings.

***Computer Applications:*** Priority, Office, SAP, ERP, BIMS

**Courses and Seminars:** Excel for Executives, Tel Aviv Chamber of Commerce Business College

**Languages:** Hebrew– Mother tongue| English– Highly proficient

***\*\* References shall be furnished upon demand..***