JED RAY T. PAREDES

**Address:** Al Murraqabat Building, Al Rigga Deira, Dubai, UAE

**Mobile:** 971 0565710198

**E-mail:** jedrayparedesuae@gmail.com

**Areas of Interest**

*CATEGORY MANAGEMENT; BUYING; MERCHANDISING; PRODUCT DEVELOPMENT; RETAIL*

**Career Highlights**

* ***Category management*** *for one of the biggest Cosmetics Retailer in the Gulf region. With experience on strategic* ***product development*** *and management and category data analysis.*
* *7 years of experience on roles such as* ***Procurement/ Product Development*** *and Manufacturing Management.*
* *Known for superb communication and leadership skills. A team player.*

**Professional Experiences**

***Buyer (Category Management) (***April 2015 – Present)

**Mikyajy – Kamal Osman Jamjoom Group LLC – Dubai**

* ***Manages*** Lips, Make-up Boxes & Compacts and Boxed Collection tins product category assisting on key functions for on-time development of project CPA, ensuring internal departments & external partners’ commitments were met.
* ***Responsible*** for managing all procurement & supply chain activities on day-to-day basis of repeat orders. Creates purchase orders, managing order trackers, supplier delivery follow-ups, negotiates delivery commitment, shipment nominations to forwarders, tracking of direct and triangular shipments, ensures seamless receiving & warehouse goods transaction, etc.
* ***Conducts*** weekly/monthly review of category sales performance, margin analysis and on-time delivery performance of suppliers.
* ***Analyze*** weekly OOS (Out of Stock) situation and work closely with suppliers, shipping and receiving team to address any concerns regarding the same.
* ***Responsible*** for OTB planning and management and review of re-orders and new launches.
* ***Responsible*** for maintaining SOA (Statement of Account) & Component Inventory records of all existing cosmetic and fragrances suppliers and spear head on-time supplier payments and inventory analysis and reconciliation.
* ***Reviews and revise*** supplier contracts and agreements to leverage optimal business standing with key partners.
* ***Review & assess*** supplier pre-production samples to ensure that it is approved based on product benchmark or artwork being one of the approvers.
* ***Negotiate*** capacities and new product developments briefs with over 20 suppliers worldwide.
* ***Collaborates*** with Planners, Product Development, Marketing, Visual Merchandisers, & Design regular review of new product launches, marketing campaigns, promotional activities & overall store improvements.
* ***Instrumental*** on new product development strategies working on packaging & labels sourcing, color selection & formulation & store VM development.
* ***Actively*** manages 300+ SKU’s and adding 10 SKU’s per month on average.

***Production Supervisor (***August 2010 – March 2015)

**Artesyn Embedded Technologies Philippines**

***Leadership and Engineering Roles***

* ***Manage*** group of Line Leaders, coordinators and operators for production of PCB assembly, component preparations and barcoding operations.
* ***Leads*** regular quality and process review with the aid of **LEAN tools**, Root Cause and Corrective Action **(RCCA)**, Failure Mode and Effects Analysis **(FMEA),** Statistical Process Control Charts **(SPC)** and other tools to improve productivity and yields and provide preventive and corrective actions real-time.
* ***Review and manage*** production daily plan vs actual output from line leaders to create regular output and yield report to Production Planner and Production Manager.
* ***Collaborate and lead*** group of engineers and staffs regularly to review and check on-going projects.
* ***Conducts*** training and development plans for line leaders and operators to further their skills and career growth.

**Procurement Roles**

* ***Review and plan***on monthly basis production request of indirect materials based on available budget, Kanban and min-max inventory approach.
* ***Creates and request*** purchase requisition, production consumables and indirect materials request.
* ***Collaborate*** with end-users and stakeholders on determination & development of needed resources for any given project.
* ***Coordinate*** *with supplier and purchasing department on agreed specifications and requirements for any given project.*

**Planning and Administrative Roles**

* ***Review, revise and initiate*** new procedures and standards for production process and quality improvements.
* ***Audits*** the production lines based on ISO: 9001 and 13485 QMS compliance on regular basis.
* ***Oracle Carol Advanced User***, for production planning and materials review analysis.
* ***Creates and reports*** daily, weekly and monthly Key Responsibility Area (KRA) performances based on consolidated production performance from the leaders.

**As Environmental Management System and Health and Safety Coordinator**

* ***Lead and directs*** the team on Health & Safety awareness as coordinator through trainings and discussions.
* ***Audits*** production lines on H&S compliance on machine safeguards, PPE’s compliance, LOTO (Lock out, Tag out), Engineering controls, etc.
* ***Participates*** on monthly management review that tackles factory performance, closure of deliverables & best practices across organizations of H&S.
* ***Assess*** EMS compliance of production lines through review and verification of Aspect Impact effectiveness on a regular basis.
* ***Ensures*** sustainability and improvement of EMS programs on production floors through regular discussions with stake holders and coordinators.

***Junior Industrial Engineer (***April 2010 – August 2010)

**Emerson Network Power Philippines**

* ***Conducted*** motion and time study, critical for ensuring line balance production set-up.
* ***Assigned*** to do productive labor utilization study, delivers data of day to day yield of labor works based on work activities of DL including line leaders, quality control officer, failure analysis technicians and material handlers.
* ***Created*** templates for capacity analysis review of embedded computing packing area.
* ***Involved*** in relay-out activities of production line, creation of lay-out plans through ***AUTO-CAD***, creation and routing of safety documents and oversees correct placing of fixed assets and materials.

**Technical Skills**

* Oracle Retail Management System & Oracle Manufacturing System
* Proficient in Microsoft Office (Excel & PPT power user)
* OTB Planning
* Project Management

**Educational Background**

**Tertiary Bachelor of Science in Industrial Engineering**

**De La Salle University - Dasmariñas**

DBB-B, Dasmariñas, Cavite, Philippines

2005 – 2010

**Top 4 of the Graduating Class**

**Secondary Imus Institute**

Nueno Avenue, Imus, Cavite, Philippines

2001 – 200

**Character References:** To be provided upon request