

CURRICULUM VITAE

OSUJI ESTHER UCHECHI

No.45, 2nd Avenue,
Eliminigwe, Housing Estate,
Eledenwo / Akapajo,
Port Harcourt,
Rivers State
+2348038952396, +2347010665575
o.uchechio1@gmail.com

Personal Information

| | |
|-----------------|---------------------------------|
| SEX | Female |
| DATE OF BIRTH | 6 th September, 1981 |
| STATE OF ORIGIN | Imo |
| NATIONALITY | Nigerian |
| MARITAL STATUS | Married |

Summary

Experienced Purchaser and Procurement officer skilled in the use of industry standard tools like Microsoft Dynamics Navision and AX.

Objectives

- To strive for excellence in the field of procurement – with dedication, focus, proactive approach, positive attitude and passion.
- To utilize my knowledge and skills in the best possible way for the fulfillment of organizational goals.
- To collaborate productively within and across teams to achieve organization growth.

Professional Trainings

- | | |
|-------------------------------|------|
| • Microsoft Dynamics Navision | 2010 |
| • Microsoft Dynamics AX | 2015 |
| • Oracle | 2017 |

Education/Qualifications

- **Chartered Institute of Supply Chain Management.**
PGD Logistics and Supply Chain Management 2019
- **Nnamdi Azikiwe University, Awka, Anambra State**
B. Sc Geology 2005
- **Owerri Girls Secondary School, Owerri**
Senior Schools Certificate Examination 1999
- **Orji Town Primary School, Owerri**
First School Leaving Certificate 1993

Skills

- Good mastery of Microsoft Office Excel and Word.
- Standard Filing Protocol.
- Excellent Influencing and Negotiation Skills.
- Office Administration.
- Purchasing and Procurement

Work Experience

- **Desicon Engineering Limited – Procurement Department**
Buyer 2017 - date
Roles
 - Select vendor for the assigned PR(s) by the department head based on the requested items and the vendor's expertise
 - Verify Purchase Order for all terms and conditions and submit for further approvals

Work Experience Contd.

- Prepare Purchase Orders in Oracle based on approved quote, selecting carefully the appropriate format and applicable conditions.
- Negotiate price with vendors
- Onboarding new vendors with sole purpose of controlling costs and improving efficiency.
- Follow-up regularly with vendors till they deliver the ordered goods/service in full.
- File signed copies of purchase and supporting documents

- **Prodeco International – Procurement Department**
Procurement Officer **2008 - 2017**

Roles

Request quotes:

- Contact already registered vendors by email, call or directly according to their area of specialization.
- Provide physical or pictorial samples or specifications with detailed description of required material to vendors for submission of quotes.

Analyze Submitted quotes:

- Compare all received quotes with reference to quality, cost, delivery period, delivery terms, payment terms etc. in the interest of the organization.

Process Purchase Order:

- Raise purchase order using the Enterprise Solution of the organization for approval by relevant approval groups.
- Send approved purchase order to vendor

Follow up on Delivery:

- Follow up on vendor within delivery terms to ensure compliance with agreed terms
- Contact warehouse to verify material delivered is according specification as ordered.

- **Report to Procurement Manager as required.**

Filing and Documentation.

- Create and Maintain proper filing structure in accordance with ISO standards for filing and documentations.

- **Prodeco Nigeria Limited – Administration Department**
Secretary **2007 – 2008**

- Prepare and present letters, reports and other documentations as required for the General Manager.
- Receive and process correspondences as required.
- Prepare Contract Requests.

- **Township Secondary School, Jos, Plateau State. - NYSC**
Classroom Teacher **2006 – 2007**

- **Prodeco Nigeria Limited – Finance and Administration**
Industrial Trainee **2004**

- Undergraduate Trainee in accordance with the Student Industrial Work Experience Scheme (SIWES).

Hobbies

Singing, Reading

Referees

Mrs Stella Davdic

Samsung Service Centre,
148 Aka Rd, Uyo
08127691729

Mrs Ijeoma Olawuni

Food Science and Technology Department,
Federal University of Technology,
07034322072