

PERSONAL PROFILE

Over the course of a career in purchasing roles, I have developed strong skills in creating and managing efficient operational processes and prioritize tasks list based on company needs. My interpersonal skills have seen me handling both client and supplier negotiations and then developing the efficient logistical and operational processes to meet agreed targets and client expectations.

EXPERIENCES

Purchasing Coordinator

JC’S Quality Foods
2018-present

ACHIEVEMENTS

- Oversaw inventory control across production process under cost-efficiency
- Maintaining and updating all necessary inventory documents for records
 - Suppliers contact list
 - Bulk stock pricing & lead time
 - New product code
 - Barcode registration
- Liaised with internal departments(NPD, Marketing, QA, Sales and Production)
- Liaised with suppliers, to::
 - Maintain strong relationships with suppliers
 - Maximise DIFOT performance
 - Forecasting stock to optimise inventory level
 - Pricing negotiation
 - Placing purchase orders via PRONTO XI
 - New product setup in PRONTO XI
 - Monitor purchase orders delivery status and work closely with warehouse, customer service and production team
 - Maintain Master data to determine purchasing and delivery schedule to meet cut off dates
 - Maintain purchasing system and files updated with ETA, pricing, issue
 - Organise rejected stock return to suppliers
 - Following up with back orders and overdue orders
 - Time slot booking

JERRY CHEN

399 Boronia Rd, Bayswater, 3153

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KEY SKILLS

Pronto Xi/MFG Pro

MS Office Suite, Windows

Customer Service

Attention To Detail

Organization

Multitasking

Communication

Time Management

Problem Solving

Inventory Control

Purchasing

Negotiation

EXPERIENCES

Supervisor/Purchasing Coordinator

PFD Food Services (Fresh To Go Bayswater Branch)
2013-present

ACHIEVEMENTS

- Oversaw personnel in production area
- Developed new Excel master data for planning and monitoring of production, increasing work efficiency by 30%
- Oversaw inventory control across production process under cost-efficiency
- Liaised with clients, successfully accomplished projects for Woolworths, Coles and 7-Eleven
- Assisted procurement, to:
 - Maintain relationships with vendors
 - Maximise DIFOT performance
 - Placing purchase orders via MFG Pro
 - Created plans to handle volume-impacting events, such as promotions and seasonal changes
 - Monitor purchase orders delivery status and work closely with warehouse, customer service and production team
 - Maintain Master data
 - Weekly stock take

BOH Supervisor

TGI Fridays @ Jam Factory
2012-2013

RESPONSIBILITIES

- Overseeing all back-of-house operations, including:
 - Daily schedule management for 15 employees
 - Managing stock control
- Reporting to management on performance, cost, quality and safety
- Contributing to recruitment and selection
- Training and mentoring personnel
- Developing efficient and consistent processes
- Overseeing stock movements, inventory control and logistics
- Handling quality assurance processes
- Ensuring rigorous compliance with HACCP and WHS

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EXPERIENCES

Restaurant Supervisor

Nando’s Ringwood
2008 – 2012

RESPONSIBILITIES

- Overseeing operations of fast-paced hospitality business, including:
 - Inventory control
 - Stock purchasing
 - Consumables procurement
 - Quality control
- Processing payments to suppliers
- Customer service focus
- Dealing customer conflicts
- Coordinating personnel, including rostering
- Managing HACCP and WHS

EDUCATION/QUALIFICATION

Hospitality Management Diploma – Box Hill Institute

Computer Networking Diploma

Certificate IV in Competitive Systems and Practices


Certificate III in Commercial Cookery


First Aid Level 2


REFERENCES

Available on request

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