Josanne Farah

134 Stuart Road

Westmoorings

Email: [josannescu@hotmail.com](mailto:josannescu@hotmail.com)

Cell: 785-6618

9/10/2014

To Whom It May Concern:

The enclosed resume is presented for your consideration regarding any positions you may have available suiting my skills and qualifications. I have 8 years of purchasing and administrative experience, and would like to continue my growth with your company.

During my career, I have demonstrated an exceptional ability to meet organizational objectives and demands in addition to managing all purchase related activities successfully. Over the years I have developed and maintained strategic relations with my clients and am quite skilled in event coordination and planning.

Currently I am seeking a new professional challenge where I can make a positive contribution to future goals and successes. I possess a high level of energy and motivation, learn quickly and adapt well to new environments.

I look forward to a personal meeting at which time we can discuss your needs and my qualifications in detail. Feel free to contact me at the above email address or phone number.

Thank you in advance for your time and consideration.

Sincerely,

Josanne Farah

Josanne Farah

134 Stuart Road • Westmoorings • 868-785-6618

[josannescu@hotmail.com](mailto:josannescu@hotmail.com)

*Career Summary*  
Over eight (8) years of progressive experience within Purchasing ranging from general office merchandise, food, pharmaceutical, hospital equipment and supplies, indirect services and strategic outsourcing. Proven ability to manage the vendor/supplier base and reduce lead time and cost wherever possible. Skilled in coordinating all purchasing activities, including supplier selections, contract terms, quality, cost control, and receiving of goods.

*Key Strengths*



Excellent knowledge of inventory management and supplies

Exceptional administrative and coordination skills

Superior ability to work cross functionally and interact with top managers and key vendors



*Experience*

*WestShore Medical Center, Cocorite (February 2009 – Present)*

*Purchasing Assistant*

* Process requisitions for overall hospital and pharmaceutical supplies
* Ensure supplies and purchases are in line with company procedures and policies
* Maintain necessary documents and records
* Support accounting department in tracking credit issues related to purchasing department
* Monitor hospital usage and creates market trend reports for management
* Identify and resolve any vendor and/or shipment issues
* Ensure stock inventory levels are maintained to adequately meet operation needs
* Coordinate with other departments throughout the company and advise regarding purchasing projects and potential bids

*A.A Laquis Ltd, POS (Oct. 2006 - Feb 2009)*

*Purchasing Assistant*

* Purchased and processed medical equipment
* Expeditedmaterials from suppliers to ensure on-time deliveries
* Assisted Logistics Manager with forecasting and project costing reports
* Liaised with Accounting Department regarding payment issues
* Participated in the development and implementation of departmental policies and procedures

*Lee Young and Partners Ltd (April. 2006 - Sept. 2006)*

*Accounting Assistant*

* Received, recorded and banked cash, checks and vouchers
* Calculated and prepared checks for utilities, taxes and other payments
* Maintained inventory records
* Utilized specific accounting software to createspreadsheets for debits, credits and general accounts



*Education*

*SBCS,* Trinidad/Champs Fleurs Campus(January 2012 – present)  
Chartered Institute of Purchasing and Supply (CIPS)

*RBTT ROYTEC*, Trinidad/University of New Brunswick(December 2005)  
Bachelor of Arts in Business Administration – Commerce

*RBTT ROYTEC*, Trinidad(April 2004)  
Associate Degree in Management - Commerce

*References available upon request*