

IVIE OSEGHAE

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PROFILE

I am a self-motivated and proactive person with an ability to use own initiative to work solely and as part of a team. I am an ambitious and dedicated individual capable of dealing with pressure from work. Furthermore, as a graduate I am willing to learn and adapt to a changing environment.

EDUCATION QUALIFICATION

London School of Commerce (UK),
Business Management (BA)
September 2011-June 2014

Loreto College, Manchester, (UK)
A' Levels (Economics, Psychology, Sociology)
September 2009-July 2011

St. Peter's R.C high school Manchester(GCSE's)
2004-2009

WORK EXPERIENCE

PROCUREMENT ADMINISTRATOR - KIER GROUP (March 2017 - Currently)

Roles and Responsibilities

- Contact Suppliers requesting for Supplier details
- Updating and maintaining supplier details
- Updating and maintaining supplier contract summary sheets
- Assigning queries/request from suppliers to teams and workers responsible
- Liaise with senior administrative assistants to handle requests and queries
- Assign duties to new employees
- Train new employees on contacting suppliers
- Daily updates on excel spreadsheet
- Receiving calls from supplier and managing queries

ACCOUNT PAYABLE ADMINISTRATOR - DORIZU CONSULTING LTD (July 2016 - Jan 2017)

Roles and Responsibilities

- Receive and record invoices from suppliers
- Obtain receipts or other verification when accounts were paid
- Process the invoices and attach that information to the relative departments
- Match and file invoices with their matching receipts
- Record and compare invoices received
- Make sure invoices are approved in time to meet established payment cycle
- Remit payments on invoices as directed by Accounts Payable management

KATERPILLAR KIDS (Online Kids Clothing Company)

Co Owner(2015 December- Current)

Roles and Responsibilities

- Selecting new products and reviewing the old
- Finding the right suppliers
- Negotiating prices
- Ensuring the products are delivered on time
- Helping to interpret reports and predicting future sales
- Budgeting
- Promoting products
- Reacting to any changes in customer demand
- Maintaining relationships with existing suppliers while seeking new ones
- Maintaining and updating a social media page
- Getting feedback from customers
- Supporting design and production

Skills

Organisational Skills

IT Skills

Team work

Management Skills

Interest

Traveling

Reading

Socialising