

Mark Appleton

Procurement

Exeter

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I am an efficient, organised and highly articulate person. My main strengths are staying calm and focused under pressure. I have a very good understanding of contractual obligations and business transactions/arrangements. My communication skills are first class and my work ethic is very strong. I continually try to improve myself and deliver excellence in any role I undertake; I am very independent but can adapt to a role within a team. I am looking to develop my procurement career.

Willing to relocate: Anywhere

Personal Details

Driver's License: None

Eligible to work in the UK: Yes

Highest Level of Education: Bachelor's

Work Experience

Category Specialist -Digital

Surrey and Borders Partnership NHS Trust - Leatherhead

February 2022 to Present

I am part of the Strategic Procurement Team for Surrey and Borders which is a covers procurement activities of Sussex Partnership NHS FT & Surrey and Borders FT.

- Call off contracts - direct awards drafting
- CCNs
- Framework guidance
- Adherence to Trust SFI's / processes/ policies
- Value add to Digital (IT) category to run a more efficient category
- Contract Database upkeep and monitoring of contracts durations /experies
- Proactive engagement with digital team for future requirements.
- Contracts finder uploading
- Approval of PO's £25k >
- Stakeholder management

Buyer

Babcock International - Devonport

November 2020 to February 2022

- Services Hub Buyer
- Contract management
- Supplier Relationship Management

- Supplier Performance Management
- Supplier Due Diligence
- RFQs
- Order processing
- Streamlining processes
- Continuous improvement
- Invoice queries
- Stakeholder Management

Theatre Store Manager

Royal Devon and Exeter NHS Foundation Trust - Exeter

January 2020 to October 2020

- Sourcing clinical consumables creating savings for surgical services department.
- Leading the Clinical Procurement team within Critical care (Theatres)
- Planning and managing requisitioning (manually & automatic) of Theatre stock
- Supporting of clinical personnel on the electronic stock management system (EROS).
- Responsibility of implementation and evaluation of new surgical equipment and products
- Clinical trialling of new consumables.
- Leading the routine stock audit and submission to finance.
- Gathering quotes and negotiating with suppliers for instruments and consumables.
- Being Proactive to combat economic / social and political situation and incorporating that into action for resilience
- Handling complaints regarding consumables from Trust
- Having Financial awareness of consumables costs and communicating to theatre's team so that staff can contribute to the efficient use of resources, releasing savings.
- Leading clinical negotiations with company representatives in conjunction with the procurement team on supply contracts to ensure best value for the consumable inventory.
- Utilising relevant analytical information and reports in decision making, problem solving and consumables management advising staff on the most appropriate products.
- Problem solving COVID-19 related problems and queries.

Senior Buyer

South West London and St Georges Mental Health NHS Trust - London

April 2019 to December 2019

- Responsible for managing Trust's contracts database (Proactis)
- Tendering goods and services (Proactis)
- Using Efinancials system to raise purchase orders
- Use of SAP to cleanse financial data
- RFQs
- Sourcing non standard requirements
- Trainer /administrator on travel procurement system throughout trust
- Ambassador for procurement encouraging good procurement practise throughout trust
- Model hospital and NHS Fraud reporting
- Ensuring Compliant spends according to SFI's
- Driving savings and efficiencies within buying team.
- Streamlining process and training end users on Eprocurement system.
- Placing capital orders

- Quotes & orders for IT
- Catalogue management
- Uploading contracts on Contracts Finder
- Supervising 2 buyers
- Daily logistical, supplier and ordering system problem solving

Buyer

Aspect Windows - Exeter

October 2018 to March 2019

- Ordering components and units following surveyor technical drawings
- Managing stock levels and locations
- Coordinating builds with managing director and installation teams based on stock availability.
- Sourcing equipment, tools and consumables
- Use of company credit card
- Contacting suppliers for lead times , quotes and stock levels
- Management of purchasing email address for company

Buyer

South Western Ambulance Service NHS Foundation Trust - Exeter

January 2017 to October 2018

- Purchasing goods and services for Ambulance/Air Ambulance stations and all trust sites across the S.W
- Raising purchase orders on Oracle E Business Suite and purchasing items with Trust General Purchasing Credit Card.
- RFQ via Delta for requirements £5k - £40k, & spreadsheeting.
- Invoice queries; Receipting, requesting credit notes and instructing NHS Shared Business Services on resolutions.
- Solitary Manning of procurement inbox and contact point for Trust for purchasing queries
- Contacting companies for product information, pricing and lead times etc.
- In-house Oracle training for end users
- Responsible for Setting up & maintaining suppliers (Oracle).
- Requesting Dun & Bradstreet Reports and gathering insurance documentation to exercise due diligence on new suppliers & data basing.
- Ensuring compliance and SFI's are adhered to by referral to OJEU tenders/local tenders RFQ's etc
- Worked single handedly as only Buyer for the entire Trust for over 1 year
- Successfully phased out use of Paper orders in the Trust and digitising procurement for the Trust.

Stock Management Officer

Hampshire Hospitals NHS Foundation Trust - Winchester

January 2014 to November 2015

- Ordering and managing consumables stock, prosthesis and for all theatres specialities in Royal Hampshire County Hospital.
- Receipting goods.
- Raising requisitions using Oracle E Business Suite
- Completing purchase orders for loan kits
- Resolving invoice queries

- Successfully relinquished all ordering responsibilities from nurses throughout my period of employment.
- Use of Excel to set stock levels with clinical leads and maintained product code changes etc and check stock throughout department (daily)

Education

LLB Commercial Law

WESTMINSTER UNIVERSITY

2006 to 2012

A LEVELS in Law, Business Studies and History . B,C,C Grades

BROCKENHURST COLLEGE - Brockenhurst

September 2004 to June 2006

AS Level - Grade C in English Language

Brockenhurst College

September 2004 to June 2006

8 GCSE's in including English and Mathematics

BUDMOUTH TECHNOLOGY COLLEGE

1997 to 2002

Skills

- Efinincials (1 year)
- Proactis (1 year)
- SAP (1 year)
- Microsoft Excel (6 years)
- Microsoft Word (10+ years)
- Outlook (7 years)
- Purchasing (4 years)
- Procurement (7 years)
- Oracle (5 years)
- Inventory Management (7 years)
- Microsoft Office (10+ years)
- Data Entry (6 years)
- Contract Management (3 years)
- Microsoft Office (10+ years)
- Stock Management (5 years)
- Stakeholder Management (4 years)
- EROS (1 year)
- Delta (2 years)
- Inventory

- Excel
- IFS (1 year)

Links

<https://www.linkedin.com/in/mark-appleton-75269391/>

Certifications and Licenses

Commercial Aspects For Procurement

May 2019 to Present

Commercial Aspects for Procurement

Attendance at this event can be credited as 3 hours continuing professional development

Strategic Procurement

October 2019 to Present

3 hours CPD

Additional Information

TEFL Teaching Nov 2015 - Oct 2016 . Shane School Thailand.

- Lesson planning
- Classroom management
- Teaching English in engaging manner to ages 3 - adult
- 20 hours per week in classroom

SKILLS

I.T. Microsoft Word, Excel, Outlook and Internet, plus various procurement systems (Oracle, Delta).

Microsoft projects and transferable B2B system experience.

Targets Cost saving whilst maintaining quality. Also saving time and energy by streamlining processes.

Communication Strong communications skills through interacting with a range of professionals in the health sector and business world, during career in NHS. Delivered complex presentations at university.

Strong, concise email acumen.