##### **ORI SHOK | BUYER**

Location: **Manchester**

Telephone: **07898299127**

Email: [**orishok80@gmail.com**](mailto:orishok80@gmail.com)

Personal Statement\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professional and diligent buyer with expertise in delivering compliant end to end procurement activities, implement and manage supplier and member contracts and analysing statistical and financial information.

With extensive experience in commercial negotiation, strategic development of business using my procurement knowledge and commercial acumen, I create and develop robust supply chain, monitor and review data to enable continuous business improvement. I am highly organised, efficient, and personable. A member of CIPS working towards achieving Level 4 Diploma in Procurement and supply from CIPS. Committed to resolving issues, managing budgets, analysing market and maximising business opportunities.

Core Skills\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Strong Negotiation skills **.** Strategy Implementation  **.** Self-Starter
* Client Relationship **.** Project Management  **.** Customer Focus
* Business Process Improvement **.** Service Delivery  **.**Operation Management
* Sourcing raw materials **.**  Excellent communication Skills

Career Summery\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**May 2012- Present Buyer: Brongash Global Resouces Ltd**

*Outline*

Work within the procurement team comprising of 3 members, sourcing, and resourcing of products to support business: report to the Senior Buyer.

*Key Responsibilies*

* Develop cost reduction strategies for direct and indirect materials.
* Develop positive relationship with direct purchasing.
* Ensure commercial negotiations are carried out in line with commodity strategy.
* Conduct longer term cost planning based on commodity strategy and external market trends.
* Minimise number of suppliers while maintaining cost control.
* Quarterly review with key suppliers.
* Sustainability with the external supply chain.
* Worked with quality department to ensure all suppliers have appropriate quality system and regular auditing is completed through prioritization based on spend and risk.
* Quarterly review with key Suppliers

*Key Achievement*

* Formed relationship with leading suppliers and secured an annual cost reduction of £15k.
* Substantially drove a 120% increase in revenue figure from 2018 to 2019; later doubling them again each year till 2020.
* Established key partnerships and won contracts with major clients in the UK as per the strategy.

**June 2005- December 2010 Procurement Coordinator: Dhurhangho Enterprise Nigeria**

*Outline*

Managed a team of 4 Purchasers in the Purchasing department, work with quality department to ensure that all suppliers have appropriate quality system and regular auditing is completed through prioritization based on spend and risk; report to the Purchasing manager.

*Key Responsibilies*

* Identify purchasers by generating new leads from personal research.
* Sourcing new products from current suppliers and new suppliers.
* Provide feedback to suppliers on all matters pertaining to development and sales relationships.
* Liaising with all department to achieve a smooth functioning of supplier relationship
* Offer administrative advice as it relates to product and suppliers set up and maintainace.
* Coordinate discussions between areas of business to solve issues impacting the production schedule.
* Prepare and maintain statistics to share with internal stakeholders and provide information as required in relation to organisational metrics and updates.
* Escalate any issues to line manager particularly when there is any risk which could prevent the organisation meeting customers' demands or where they are over capacity concern.
* Managed and maintained all supplier relationship and contracts, utilising other functions as appropriate.

*Key Achievement*

* Negotiate with suppliers concerning the cost of spare parts and secured a cost reduction of 30%.
* Managed and maintained accurately all information relating to the indirect and direct commodity, suppliers, lead time, pricing, stock records and delivery date saving the department over £12k.

Education and Qualifications\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Level 4 Diploma In view 2022**

**MBA International Business**

Coventry University UK (2012)

**BSc Mass Communication**

Benue State University Nigeria (2005)

**O-Levels WAEC/GCSE**

Special Science Senior Secondary School Nigeria (2001)

Additional Information**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IT Skills** Microsoft word, Excel

Member CIPS

References are available on request\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_