



SHARON PAGBUNUCAN REYES

PURCHASING MANAGER

PROFILE

Accomplished Purchasing Management professional with 10 years of broad experience in a Manufacturing Industry as well as experience in Bidding, Tenders and Contract Management. Proven scheduling, organizational, guidance and negotiation skills demonstrated through my entire career. A strong leader adept in mentoring team members for success. Known for honest business and work ethics, and profitable approaches to problem-solving, conducting skillful negotiations, developing strong teams, and establishing outstanding relationships with suppliers. Recognized by the Executive Management as a dependable leader, with the ability to contribute as a team player and interface with professionals on all levels.

EDUCATION

CITY COLLEGE OF MANILA

June 1996 – March 2001

Bachelor of Science in Computer Engineering

San Beda College - Alabang

September 2019 – February 2020

Post Graduate Diploma

Supply Chain Management

WORK EXPERIENCE

ROMBE PHILIPPINES, INC. - PURCHASING MANAGER

February 2010 – Present

- ❖ Responsible for managing, organizing purchasing daily activities.
- ❖ Responsible for the hiring of qualified and competent purchasing personnel to fill vacancies, including screening of resumes, conducting interviews, and selection of candidates.
- ❖ Conducted employee's performance reviews through Key Performance Indicator in guidance with the company's guidelines and procedures.
- ❖ Effectively managed and transacted purchase agreements, maintaining a healthy and active purchasing vendor list, consistent with the functions and activities required by the company.
- ❖ Enhanced material and product value by increasing quality and lowering cost through key vendor acquisition, strategic global sourcing and acquisition of new manufacturing technologies. Sourcing of equipment, materials and services at quality and cost standards consistent with the organization business objectives.
- ❖ Preparing cost estimates for managing approved budgets.
- ❖ Ensuring that all procured materials meet the required quality standards and specifications.
- ❖ Developing and implementing purchasing strategies.
- ❖ Review Purchase Orders, Contracts. Safeguard Buyers to understand and comply with all company policies that will help improve the system process resulting to cost reduction opportunities.
- ❖ Participate, contribute and recommends (if necessary) in the development of specifications for equipment or substitute materials.
- ❖ Analyze market and delivery process in order to assess present and future material availability.
- ❖ Lead the companies in preparation of Bids and other related documents requiring board approval.
- ❖ Attended trade shows and industry events for the acquisition of new national and international suppliers for materials, components, finished goods, and equipment.

CONTACT INFORMATION

ADDRESS:

Block 4 Lot 4 Breezewood 2 Phase 2
Mambog 1, Bacoor Cavite 4102

PHONE:

+63 923-7316684

EMAIL:

suhrinaey@gmail.com

ACCOMPLISHMENTS

- ❖ Negotiated over 75% in cost savings in one indent transaction with tendered supplier in China
Asset - DC Motor (2 units)
- ❖ Acquired 1 complete line (Equipment and working peripherals) of Abattoir Plant from a tendered supplier from Netherlands with a cost savings of 116,000.00

SKILLS

- ❖ Time Management
- ❖ Leadership
- ❖ Teamwork
- ❖ Responsibility
- ❖ Organization
- ❖ Detail Oriented
- ❖ Self-Motivation
- ❖ Persistence
- ❖ Relationship Building
- ❖ Flexibility and Adaptability
- ❖ Negotiation
- ❖ Communication and Active Listening
- ❖ Emotional Intelligence
- ❖ Problem Solving
- ❖ Decision Making
- ❖ Policies and Procedures
- ❖ JDE and QnE