



AENIAH MIKAELAH C. ABUNDO

SKILLS

- Experienced in SAP Materials Management- Purchasing
- Proficient in MS Office / Google Suite
- Project Management
- Risk Management
- Planning & Research
- Writing & Presentation

- Flexibility and Adaptability
- Integrity
- Negotiation
- Detail Oriented
- Judgment and Decision Making
- Interpersonal Skills

HOW TO REACH ME

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CAREER SUMMARY

Purchasing Specialist

Toyota Motor Philippines Corp. | July 2019 to present

- On time processing and issuance of Purchase Orders using SAP Materials Management - Purchasing
- Develops and implements Purchasing Strategies to ensure successful automotive parts procurement
- Implements cost improvement activities and conducts price negotiation with Suppliers
- Develops and implements business continuity plan to secure continuous automotive parts supply
- Implements improvement activities to streamline purchasing processes
- Support to address issues related to parts procurement, supplier payment, etc.

Purchasing Planner

Toyota Motor Philippines Corp. | Jan 2015 to Jun 2019

- Evaluated Suppliers' performance (Safety, Quality, Delivery, Engineering & Management)
- Managed overall price review- considering impact of forex, raw material price movement, and risk if applicable
- Prepared Top Management's speech and presentation used in Toyota supplier conferences
- Identified divisional risks, created and implemented countermeasures
- Managed general agreements / contracts with Suppliers
- Studied and implemented new Toyota software/system to PH

Purchasing Engineer

Toyota Motor Philippines Corp. | Jun 2012 to Dec 2014

- Managed local parts development and secured its successful introduction in PH production
- Supported Suppliers' Safety, Quality and Delivery activities which resulted to improved performance based on KPI & targets

EDUCATIONAL TRAINING

Polytechnic University of the Philippines

Bachelor of Science in Industrial Engineering
2007-2012