



JUDY SANCHEZ

CAREER OBJECTIVE

To seek an opportunity that will fit my credentials and qualifications to further develop professional knowledge; gain sufficient experience; utilize my skills to a limitless extent, to be able to contribute to the growth of the company or organization.

Summary of Qualifications

- Proven ability to hold and handle work even under pressure
- Demonstrate ability to meet deadline and set priority
- Proven ability to multi-task in a high pressure environment
- Positive attitude with strong desire to assist people
- Knowledge in MS Office Products, including MS Excel, Publisher, Power point and Outlook
- Self-motivated, detail oriented, organized and flexible with the ability to learn client driven material
- Experienced in tracking and reporting service performance
- Proven program and people management skills
- Experience in conducting analysis and suggest solution real-time performance issues with the Operations Managers

PROFESSIONAL EXPERIENCE

Tiu Worldwide Franchise Inc. – Procurement Manager

December 6, 2019 to Present

- Devise and use fruitful sourcing strategies
 - Discover profitable suppliers and initiate business and organization partnerships
 - Negotiate with external vendors to secure advantageous terms
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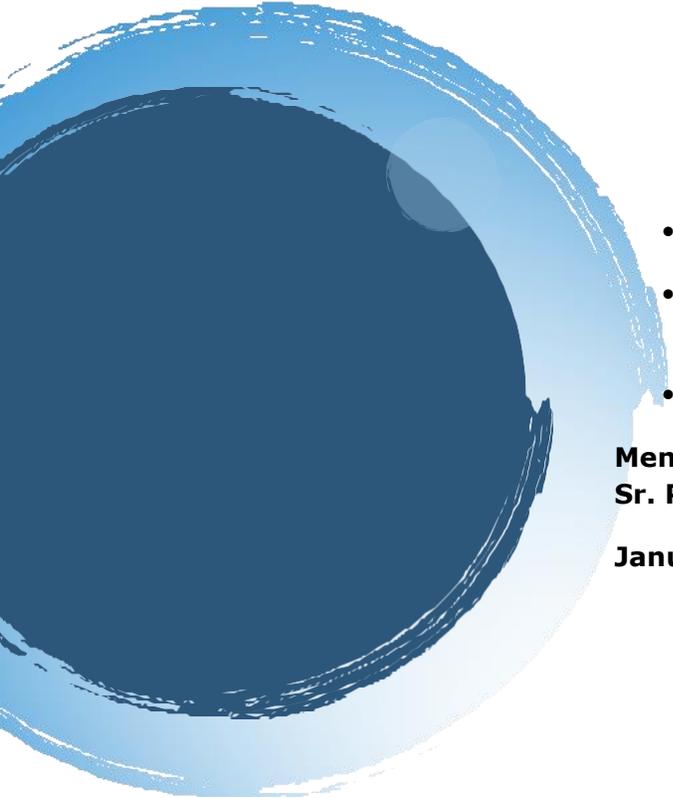
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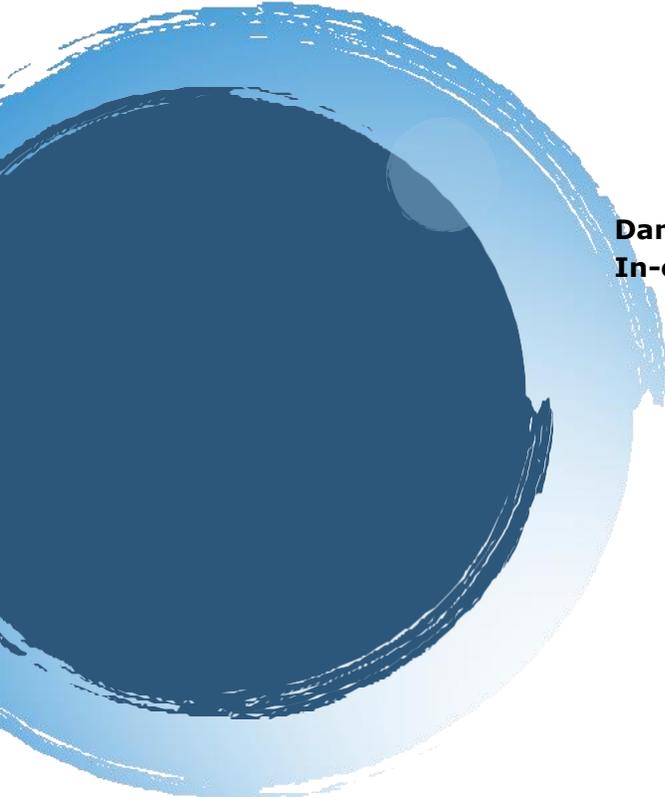
judypsanchez@yahoo.com

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- Approve the ordering of necessary goods and services
 - Finalize purchase details of necessary orders and deliveries
 - Examine and test existing contracts

**Mena Industries & Building System LLC –
Sr. Procurement Officer**

January 2017 – September 2019 – Glass In charge

- Directly reporting to General Manager
 - Responsible for all glass requirements and some other big amount orders
 - Perform cost analysis and set appropriate benchmark
 - Monitoring all Project Procurement Logs
 - Process purchase requisitions / orders within purchasing authority
 - Invite, assess, and award/recommend supplier tenders, bids, quotations, and proposals
 - Establish and negotiate contract terms and conditions, and maintain supplier relationships
 - Prepare and maintain purchasing records, reports and price lists
 - Work with internal and external stakeholders to determine procurement needs, quality, and delivery requirements
 - Assist in the development of specifications for equipment, materials, and services to be purchased
 - Administer contract performance, including delivery, receipt, warranty, damages and insurance
 - Reconcile or resolve value discrepancies
 - Comply with and maintain knowledge of applicable rules, legislation, regulations, standards, and best practices
 - Develop and maintain constructive and cooperative working relationships with colleagues and management
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**Danway Industries & Danway Fusion Glass - Purchasing
In-charge May 2013/October 2016**

- Devise and employ fruitful sourcing strategies
- Discover the most profitable suppliers and initiate business partnership
- Negotiate with external vendors to secure the most advantageous terms
- Approve the ordering of necessary goods and services
- Finalize details of orders and deliveries
- Examine and re-evaluate the existing contracts
- Track and report key functional metrics to reduce expenses and improve effectiveness
- Collaborate with key persons to ensure the clarity of the specifications and expectations of the company
- Foresee alterations in the comparative negotiating ability of suppliers and clients
- Control spend and build a culture of a long-term saving on procurement costs
- Overseeing activities of the department responsible for purchases
- Maintaining accurate records of purchases and pricing
- Identification and realization of cost-saving and cost-reduction opportunities

**Danway Industries L.L.C & Danway Fusion Glass L.L.C -
Personal Assistant to General Manager/ Purchasing In-
charge (May 2013-March 2015)**

- Undertake a range of general administration tasks in support of and in consultation with the General Manager/s in the areas of:
 - Controlling the flow of correspondence to/from the office of General Manager/s.
 - Liaising with residents/clients and suppliers regarding operational issues under the direction of the General Manager/s.
 - Liaising with other business units to resolve issues as required.
 - Producing correspondence including mail merging.
 - Constructing and maintaining spreadsheets to assist operations across the division.
 - Diary management
 - Coordinating the allocation of logins relating to the
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ordering of business cards, appointment cards and with compliments slips from preferred supplier.

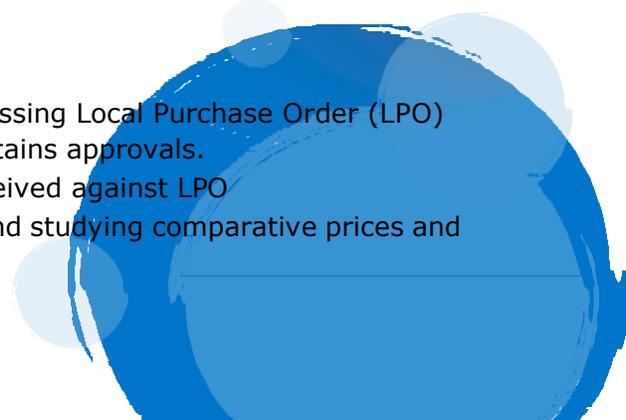
- Updating entries in relevant telephone directories and reference guides as required or on a regular basis.
- Creating purchase orders as appropriate to the position.
- Assisting with meetings by recording and reporting on questions prior to and during meetings, and venue/function organization.
- Producing templates and forms using MS Word and Excel for use by divisional staff as directed by General Manager/s.
- Coordinate the writing and formatting of Policies and Procedures relevant to the area.
- Actively identify opportunities for improvement in administrative systems and customer service.
- Design and monitor processes and procedures to improve performance in administrative and workflow processes.
- Undertake other duties as directed by the General Manager/s.
- Responsible for approved PR's
- Send inquiries to local and international suppliers
- Prepare LPO and OPO; Perform date entry
- Ensure quality checking process occurs as part of purchase process
- Maintain files in accordance with company policy ensuring all documentation is safely held
- Coordinate and develop customs clearance process where required
- Maintain a list of preferred suppliers in accordance with procedures
- Other administrative work from time to time

May 10, 2010 – April 2013 Purchasing Coordinator

Emirates International Restaurant

Saleh Bin Lajeh Division

- Responsible in processing Local Purchase Order (LPO) ledger forms and obtains approvals.
- Verifies supplies received against LPO
- Assist in obtaining and studying comparative prices and





quotations. Make purchasing decisions based on information obtained.

- Initiate contact with vendors to check on supply and equipment availability, invoices, purchase orders, and contracts.
- Distributes supplies to concerned
- Consolidates and Verifies requisitions, maintains purchasing records
- Assisting in obtaining quotations and best price and quality, and in sourcing/evaluating suppliers.
- Responsible for making the Suppliers Comparison Sheet
- Basic analytical and report generating skills
- Responsible in making correspondence letter
- Detect, research, and resolve purchasing issues and problems with incorrect orders, invoices, and shipments.
- Approve purchase orders and monitor all purchase requisitions to determine correctness of information, calculations, coding, etc.
- Work cooperatively with organization personnel to determine purchasing specifications, sources, availability, pricing, shipping, and receiving.
- Prepare and maintain vendor database and bidder lists.
- Other administration duties as required

EDUCATION

Blue Ocean Academy (October 2014)

- Certified Purchasing Professional

Far Eastern University (June 1992 to March 1996)

- College of Arts and Sciences

Bachelor of Arts, Major in Mass Communication





Work Skills

- Strong Negotiation Skills
- Analytical Skills – Strategic Thinking
- Ability to Work in Teams
- Event Organizing
- Filing of Documents
- Proficient in MS application (MS Word, Publisher, Excel)

Personal Skills

- Responsible
 - Hardworking
 - Goal-Oriented
 - Trustworthy
 - Flexible
 - Able to work independently
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