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# Paul Jones

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Address Line 1  
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Essex, Post Code.

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## BUYER / PURCHASER / PLANNER

♦ Purchasing - Sales Administration - Customer Services ♦

Highly successful, with 6 years purchasing experience and a proven record of planning and co-ordinating supply / purchasing strategies that has achieved budgeted sales, profitability, quality standards and corporate goals. Now looking forward to making a continued significant contribution to a forward thinking company in return for a Buyer / Senior Buyer or a similar appointment that offers opportunity for progression.

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### AREAS OF EXPERTISE

- Purchaser and planner
- Sales administration
- Very good knowledge of MS Office
- MPS, material and planning systems
- Negotiating
- SAP Purchasing system
- Stores / cash accounting
- Supply strategies
- Customer service
- Financial controls
- Despatch and distribution
- Continuous improvement

### PROFESSIONAL DEVELOPMENT

National Diploma	Computing (BTEC)	1995
Certificate	Business Administration (NVQ 2)	2002

### PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS

Write Company A Here (Aug 1996 - Present)

#### PURCHASER / PLANNER

*Oct 04 - Present*

- Ensuring product volumes, and order flow are optimised in order to achieve target sales objectives.
- Identified new opportunities and negotiated timescales with suppliers. Meeting strict deadlines and ordering on an SAP purchasing system (budget of £1.5 Million).
- Liaison with Marketing and Sales Management to ensure effectiveness of sales campaigns and promotions.
- Using SAP to create purchase orders and various reports to check stocks and invoice information.
- Producing spreadsheets on MS Excel.
- Decreased costs and optimized supplier performances: involved in the day-to-day planning of our machines, changing machine routes, dates and making sure the plant runs smoothly.
- Purchased all raw materials and spares for all factory machinery.
- Helped plan the despatch of finished goods as well as ensuring the smooth running of the stores department.

**Company profile:** A is part of the B group one of the largest European based manufacturers of containerboard, corrugated containers and other paper based packaging products. The group has operations in Europe, Asia and Latin America, with more than 300 facilities worldwide. A is dedicated to delivering cost effective solutions to meet the changing needs of their customers. Working closely with customers, they understanding their unique challenges whilst often taking out cost. This customer driven approach has enabled them to develop long term relationships with some of the UK's leading brand owners and manufacturers.

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## PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS (CONTINUED)

### SALES CO-ORDINATOR

*Oct 01 - Oct 04*

- Input orders onto the sales system, raised quotations and estimates requested by customers.
- Liaised with the customers and solved problems and complaints.
- Post also involved very busy administration duties.

### PURCHASER

*Mar 99 - Oct 01*

- As above.

### ADMINISTRATION ASSISTANT / SALES CO-ORDINATOR

*1999*

- Dealt with incoming and outgoing mail, filing, faxing, photocopying, incoming phone calls, phoned customers to confirm orders and follow-up quotations which have been sent out.
- Raised all prices, quotes and dealt with any enquiries and complaints.
- Assisted the Commercial Manager with the Purchase Day Book and Cash book.
- Arranged payment for outstanding invoices.
- Also dealt with the ordering and stock check of office equipment and factory stock.
- Developed knowledge of the SAP purchasing system.

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## PERSONAL

*Interests and Pastimes:* Most sports: Football, Snooker, Pool, Cricket. Music, I.T.

*Mobility:* Full clean driving licence.

*Status:* Single.

*Born:* 1979.

*References available on request.*