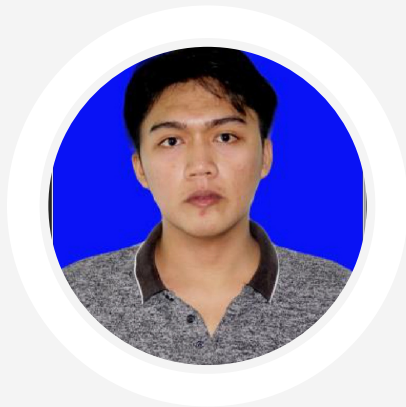




Mark Buenavista

PURCHASE COORDINATOR

PO Box 512, New
Industrial Area, Al
Buriami, Oman
markabuenavista@gmail.com
@markbuenavista

PROFILE

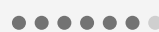
Manage and Carries out procurement, liaising with delivery for export and import of raw materials and finished goods, facilitates communication between production and sales for efficient work flow.

SKILLS

Project Management



Problem Solving



Creativity



Leadership



TECHNICAL SKILLS

- Analytical thinking
- Marketing strategy development
- Order Management
- Product Innovation
- Forecast and Demand Planning
- Export and Import Management
- Document controller

WORK EXPERIENCE

ASSISTANT MARKETING MANAGER

Ilocos Gios Commercial
(Nestle Distributor)

Apr 2013 - Apr 2019

- Manage marketing and merchandising for promotional, new, regular and aging items
- Procure products from suppliers per sell-in target per and align to sell out target per category.
- Monitor and update the MTD vs target per KPI and prepare a summary for review and action plan.
- Prepare action plans for aging items or near expiry products to deplete.

PURCHASE COORDINATOR CUM ADMIN ASSISTANT

*Carma Trading &
Converting Industries LLC*

May 2019 - Present

- Conduct research on potential products, vendors and services and comparing price and quality to ensure the best deal
- Liaising with delivery and warehouse teams to ensure goods are received on time
- Facilitates communication between production, sales and distribution stages to promote a healthy and efficient supply chain.
- Manage the process of developing a product or enhancing existing products in order to meet customer expectations effectively.
- Provides and Carries out administrative support and customer relation.

EDUCATION HISTORY

BA in

Business Administration major in June 2019- April 2013
Managment Acc.

DIVINE WORD COLLEGE OF LAOAG