

# BUYER (acheteur)

## **Personal information:**

- Name: Céline Guichard
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- Date of Birth: 3 November 1980
- Marital Status: Married
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## **Profile Summary:**

Professional buyer, offering eight years of extensive experience in purchasing and sourcing wide variety of products, software, services and sub-contracts.

Executed procurement and outsourcing plans, while working closely with cross-company managers, engineers, departments. Coordinated with manufacturers, vendors, suppliers and subcontractors.

Maintained close working relationships with vendors to problem-solve and improve service.

## **Objective (ou Career Goal):**

- Seeking a long-term position as a buyer.

## **Key Skills:**

- Highly skilled in planning, organizing and procuring merchandise
- Excellent negotiator and communicator.
- Decision maker.
- Good analytical skills.
- Excellent business planning.
- Confident and self-assured.

## **Education:**

Diploma in business management / 1995

## **Work (ou professional) experience:**

Buyer at Compagnie Light, FRANCE / 2005 – Present

### **Experience Summary:**

- Selected products and researched market regarding suppliers: studied market for availability of products and ordering information.
- Held discussions with top level management to analyze requirements of firm.
- Obtained best prices/goods and raw materials: negotiated best price with the supplier and finalized payment on behalf of the firm.
- Negotiated with each supplier regarding prices, delivery date, and quantity available.

- Presented the report of products with best prices to management.
- Enforced purchasing policies: finalized the buying deal in coordination with the top management and sealed the purchase as per the state law and the firm regulations.
- Completed transactions and payment: obtained detailed receipt, guarantees and other accompanying paperwork.  
Held responsible for storage of the products purchased.

**References:**

Available upon request