

Romel L.Tapic

Sr. Procurement/ Buyer

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Curriculum Vitae

Senior Procurement / Buyer with 13 years of experience in the fast – paced FMCG – Fast Moving Consumer Goods, Medical and constructing industry, a multi-faceted, proficient, exceptionally organized, detail oriented individual/team player with excellent communication and time management skills.

Summary Experience

Senior Procurement / Buyer Officer
Almadina Medical Group.
November 5, 2019 – Present.

Procurement buyer are responsible to manage overall procurement and supply chain activities, vendor relationships and oversee order placement, including none-trade materials and services. Procurement lead also track overall spending and are charged with improving bidding processes. Price negotiations, purchase order creation, order tracking and management, and price dispute resolutions and agreements.

Core responsibilities.

- Complying with company policies, procedure, and regulatory standards.
- Preparing proposals, requesting quotes, and negotiating purchase terms and conditions.
- Overseeing and supervising employees and all activities of the section.
- Procurement lead to be responsible for any extra/ special project procurement.
- Responsible to source, negotiate and purchase materials from both local and overseas vendors.
- Evaluate vendor's quotation to ensure that they are in line with technical and commercial specifications required for the project.
- Ensure that products are delivered in a time manner, and that the quality of goods received is satisfactory.

Senior Purchasing Officer
Comatec Saudi Arabia Co,
November 01, 2015 – October 10, 2019

Responsible for sourcing equipment, goods and services and managing vendors. And perform the following aspect of the supply chain, sources, purchasing, transport, warehousing and distribution

- Communicating foreign suppliers and developing cordial relationship.
- Follow-up to the supplier regarding shipping documents.
- Communicate the broker/ forwarder regarding the status of clearing the shipment in customs.
- Communicate to the warehouse manager / supervisor discuss the delivery schedule, receiving the goods.
- Work closely to the finance department for the payment procedure.
- Monitoring the flow of materials through the supply chain.

- Forecasting and purchasing inventory, negotiating to meet the business needs.
- Process and issue purchase orders in accordance to existing procurement and finance policies.
- Ensuring compliance with all regulatory requirements.

**Branch Supervisor cum Purchasing (Hypermarket)
Riyadh Catering Company (Former Sunbulah Co.)
Riyadh, Kingdom Saudi Arabia
June 28 2012 – August 16, 2015**

Heading the Purchasing department, supervising all pertinent task associated with processing of requisitions, Purchase Orders and contracts for the smooth execution of purchasing process. Responsible for sourcing FMCG and components from overseas supplier, Benchmarking and negotiating of contract with vendors to achieve competitive pricing on items

- Evaluate all Materials Request and coordinate with vendors to provide required component bids and analyze all vendor performance to improve all purchasing process.
- Controlling the purchase and supply of all procured items & services.
- Provide support to all managers to plan and execute all purchasing process and provide effective interface with all departments.
- Oversee all programs assist to purchase all materials non capital equipment and participate in various purchasing processes and prepare appropriate budget and implement all optimal contract.

**Head Merchandiser / Buyer - Hypermarket
Al-Othaim Markets Company
Riyadh, Saudi Arabia
September 15, 2004 – October 31, 2009**

- Maintain implement the proper display of all merchandise products.
- Organizing the effective and efficient utilization of store space.
- Supervising staff, Motivate, inspire, develop and lead the Merchandiser team.
- Ensure applying FIFO concept of shelf and product are displayed according to the Planogram.
- Worked closely with the management and marketing team to increase the sales.
- Commit orders on timely basis.
- Ensure that all documentation is approved during purchasing process.
- Involves in re - arranging, merchandising & replenishing new stocks as it arrives.

Key skills and competencies

- Negotiation
- Knowledge of purchasing procedures.
- Decision maker
- Warehouse operation.
- Strong written and oral communication skills
- Strong leadership
- Strong planning and organization skills
- Proactive
- Result oriented
- Highly organized and ability to work under pressure.
- Extensive knowledge of international transport.
- Inventory Management

Educational Attainment:

- Bachelor of Science in Commerce Major - Management Accounting.
University of Mindanao, Davao city - 1998 - 2003

Training and Seminar Attended:

- Skype for Business Training- Conducted by Al-Rashed Comatec Digital Transformation Department.
- December 31, 2018
- Cyber Security Training – Conducted by Al-Rashed Comatec.
-December 31, 2018
- A Leadership Training and Development- Conducted by Philippines Jaycees –
February 14, 2003
- Speak Up! Speech Clinic – Conducted by University of Mindanao- February - 6,
1999

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