



SARA WASIUDDIN

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SENIOR BUYER/PROCUREMENT MANAGEMENT PROFESSIONAL

A Dynamic Indirect Materials & Services Team Lead with the ability to identify and unlock competitive advantage, cost-effectiveness and high-profit potential opportunities in the business's value chain.

SKILL-SET

*Strategic Planning
Procurement Management
Buying
Direct and Indirect Materials
Purchase Orders Management
Commercial Evaluation
Supplier Engagement
Application Literacy - SAP,
SRM Chili, Tableau, MS Office
Cost Reduction Management
Team Building & Leadership*

PROFILE SUMMARY

Senior Procurement Professional with a steadfast career record of over 11 years in implementing procurement framework, streamlining procurement operations, strengthening and aligning procurement processes across regions, reducing costs through effective sourcing and negotiation, maintaining vendor and stakeholder relations.

Track record in leading the entire indirect materials and services procurement activities for APAC region and managing the team to continuously achieve KPI targets as a team including sourcing, negotiations, timely delivery of materials and services, logistics, spare parts inventory, packaging and contract management.

Executed in continuous improvement by implementing methodologies and improving bottom-line profitability through innovation, creativity and analytical approach. Contributed and trained the team for continuous improvement projects.

Expert in performing financial data analysis to influence procurement decisions and verifiable proficiency in developing potential vendors for cost-effective procurement, cost reduction, standardising processes, and negotiating favourable terms.

EMPLOYMENT OUTLINE

January 2022 – June 2023 with Givaudan Business Solutions Asia Pacific Sdn Bhd IM&S R&F (Indirect Material & Services Request & Fulfilment) Team Lead

Key Deliverables:

- Accountable for developing and implementing comprehensive strategies for the company's global supply chain to reduce costs, mitigate risk, improve quality, shorten lead times and reduce inventories.
- Reviewed the market and delivery conditions to determine the best strategy for sourcing and procuring materials based on present and future material availability, supplier performance, and total landed cost. Adhered to Procurement and Subcontracting Procedures
- Supervised daily operations in the Indirect Materials & Services area. Resolved issues in collaboration with Indirect Material & Services Procurement, Accounts Payable & Services Support Team.
- Assisted in vendor selection, qualification, and ongoing performance management to ensure the company gets the best possible prices/deals with the procurement committee.
- Negotiated and secured the best payment terms and contract standard terms & conditions, including guarantee, warranty, liquidated damages, indemnity. Involve in all price negotiations activities to meet the budgeted amount for CAPEX projects, OPEX, and all other materials & services prior to issuing the Purchase Orders.
- Played a significant role in carrying out market research at the global level to identify the most cost-effective procurement source within acceptable quality criteria.
- Implemented innovations through identifying, coaching, and mentoring professionals as part of an overall talent management effort to recruit, retain, and engage top talent.

December 2018 - December 2021 with Givaudan Business Solutions Asia Pacific Sdn Bhd IM&S R&F (Indirect Material & Services Request & Fulfilment) Operational Buyer

Key Deliverables:

- Transformed the strategic business objectives of strategic procurement into actionable tasks/projects, delivering results that enabled the business to achieve its objectives.
- Managed the end-to-end vendor life-cycle strategy, including planning, selecting new vendors, and procurement.
- Handled the procurement functions of the organization, including identifying vendors and achieving cost-effectiveness with less lead time and maximum quality.
- Submitted vendor creation requests in the OSS system and closely followed up with EDM Team for vendor code creation.
- Realized cost-saving and cost-reduction opportunities and built a culture of long-term savings on procurement costs without compromising supply assurance or quality.

- Held responsible for generating data daily for Purchase Requisitions (SAP) and Shopping Carts (Chili SRM).
- Successfully sourced for vendors by issuing RFQ to suppliers.
- Accepted the Purchase Requisitions and Shopping Carts after quality checks.
- Developed Purchase Orders from Purchase Requisitions and Shopping Carts.
- Established contracts in SAP, created Logistic Purchase Order in SAP and followed up with requester when the limit was almost exhausted.
- Developed recurring Purchase Orders for rentals and internship staff.
- Created PO for stock orders.
- Decided and liaised shipments with local (India) courier service to Site Office in India.
- Negotiated with suppliers for final discount before issuing the Purchase Order.

July 2014 - May 2016 with Eversendai Oil & Gas (M) Sdn Bhd

Senior Procurement Executive

Key Deliverables:

- Invited suppliers/subcontractors to tender.
- Documented technical and commercial clarifications.
- Issued Purchase Orders/Work Orders and tracked delivery/payment status.
- Recorded audit-ready documentation.
- Contract Value breakdown, Scope of Work, Terms & Conditions were sent to subcontractors.
- Verified all Supplier/Subcontractor claims and generated Payment Certification of subcontractor progress claim invoices. Receive supplier items in the system.
- Tracked invoices and subcontractor payments.

February 2013 - February 2014 with GOM (Global Offshore Malaysia) Resources Sdn Bhd

Project Procurement Analyst

Key Deliverables:

- Carried out purchase procedure in accordance with customer specifications; arranged procurement services as needed.
- Requested and reviewed all bids (both technical and commercial) to determine which companies were best suited to carry out the client's project.
- Buying things like office supplies, marine vessel and barge maintenance supplies, marine spread, marine gas oil, diving gas, marine vessels, project goods.
- Developed SAP Purchase Orders via competitive bidding in line with Pre-requisition specifications.
- Performed duties as Tender Secretary for the delivery of marine spread to client specifications.

November 2007 - December 2011 with Malaysia Marine & Heavy Engineering Berhad

Procurement Executive

Key Deliverables:

- Examined the purchase request from the user departments and determined the appropriate method of procurement, Quotation, Tender and Request for Proposal.
- Issued Purchase Order to suppliers and followed up with suppliers to ensure prompt delivery of goods.
- Ensured items are delivered on time and to the place required.
- Prearranged and managed issuance of Purchase Order to supplier in a timely manner.
- Negotiated with suppliers for lower cost in order to control the budget.
- Determined ways of expediting the process of procurement in order to avoid delays in commencing the project work.

PRIOR WORK HISTORY

March 2014 - July 2014 with ICM Specialty Chemicals Sdn Bhd

Senior Procurement Executive

EDUCATION CREDENTIALS

- Bachelor's Degree in Business Studies – Accounting, University of Windsor (Canada) 2006
- Advanced Diploma - Accounting and Finance, Seneca College (Canada) 2005
- Highschool Certificate – SPM, Sekolah Menengah Infant Jesus Convent, 2000

PERSONAL DOSSIER

Date of Birth: 21st November 1983 | **Languages Known:** English, Malay, Urdu, Hindi and Mandarin
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