

JOHN DOE

Contact Information

Address: 1 The High Street, Townsville, County Clare

Date of Birth: 1st January 1970

Telephone Number: 061 123456 **Mobile:** 086 1234567

Email: johndoe@hotmail.com

Education and Training

Diploma in Purchasing & Materials Management 1997-2000
Limerick Institute of Technology
Passed with Credit

Bachelor of Business Studies (2.1) 1987-1991
University of Limerick
Major: Finance & Accounting, Minor: Marketing

Leaving Certificate 1987
St Patrick's Comprehensive, Shannon, Co. Clare
All honours in Higher level subjects.

Computer Skills

MS Word, Excel, Access, Outlook, SAGE accounts, SAP, Internet, Email. (All used on a daily basis).

Work Experience

Shannon Hi-tech Things Ltd., Shannon, County Clare. May 97 – Present
Business: Manufacturing of electronic components.

Buyer / Planner

- Monthly alignment of purchase orders to meet forecasted shipment requirements.
- Daily review with customer service to give up to date product commits to meet existing customer backlog.
- Ensure all ISO procedures are monitored and controlled within the team to ensure highest quality standards.
- Vendor appraisals and negotiating with suppliers to ensure best prices and service.
- Report on monthly purchasing and materials activity matrix.
- Requests for quotations and expediting orders.

AAA Computers, Raheen, Co. Limerick
Business: Computer Manufacturing.

Dec 93 – May 97

Inventory Control Manager

- Development of World Class cycle count process on site.
- Raising profile of inventory control function within a predominantly manufacturing focused group.
- Continuously improving the process so that cycle count could be seen as a trusted indicator of physical inventory results.
- Co-ordinating quarterly plant shut down physical inventory activities.
- Managing the transition process related to consolidation of manufacturing activity into a single site operation.

Working and Travelling in Australia and Asia

Jan 93 – Dec 93

The Local Service Company Ltd., Shannon, Co. Clare
Business: Marketing and Promotions Company

Aug 91 – Jan 93

Trainee Financial Accountant

- Running of trial balance from nominal ledger.
- Report writing from trial balance.
- Preparation of Company statutory accounts.
- Liaisons with external auditor and subsidiary companies.
- Preparing ad hoc executive committee and board documents.
- Daily monitoring of company bank accounts.

Hobbies & Interests

- Playing Hurling and Gaelic Football
- Coaching Tennis
- Fishing
- Photography
- Making Model Planes

Referees

Jim Beam
Chief Accountant
The Local Service Company Ltd.
Shannon
County Clare

Jack Daniels
Materials & Logistics Director
AAA Computers
Limerick
County Limerick

Tel: 061 123456

Tel: 061 234567

Certificates & additional references available upon request