

# RHEA NIERE

📍 Dubai, UAE

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## PROFESSIONAL SUMMARY

- Certified Supply Chain Professional with over 15 years of experience in Supply Chain and Logistics. Well-experienced in Order Management, Logistics, Import and Export, customs procedure, Incoterms and documentation. Multi-tasked and able to work independently, direction to solve problems and resolve conflicts. Analytical and well organized with high-level of interpersonal and communication skills.

## PROFESSIONAL EXPERIENCE

**Buyer**, 11/2023 – 05/2024

**John Crane**, is a global leader in the design, manufacture, installation and support of rotating equipment solutions that drive efficiency, safety and environmental sustainability in large-scale industrial processes.

Jebel Ali Freezone Dubai, UAE

- Create, modify, update and manage the order acknowledgement of Purchase Orders from Requisition to Delivery for Direct materials and relevant subcontract services
- Ensure Po acknowledgements from suppliers are complete and relevant data always updated in ERP system
- Manage the return of defective items to suppliers and implement any associated PO management activities (management of Return POs)
- Approve and release POs according with designated approval levels in the DoA
- Resolve MRP Exception messages on a daily basis
- Ensure PO creation and management is aligned to any global contract that is in place
- Resolve invoice holds
- Drive purchase transaction automation through the ERP
- Conduct basic RFQ's as required to identify supplier and price for requirements
- Build collaborative relationships with internal customers, suppliers and global team members
- Work with the supply market and internal customers to optimize lead times and inventory for JC in line with agreed targets
- Liaise with internal and external suppliers to expedite delivery where required to meet business needs
- Act as point of contact/liaison between suppliers and internal stakeholders where required
- Track and manage supplier delivery performance to meet JC targets and requirements
- Ensure new pricing and supplier data is updated in ERP system consistently, accurately and regularly

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**Supply Chain and Logistics Officer**, 01/2012 - 07/2023

**Ezentus FZE**, Caterpillar dealer in South Sudan

Dubai Airport Freezone Dubai, UAE

- Supply Chain, Logistics management and Order to cash transaction cycle.
- Placement of spare parts order from suppliers ordering system, which includes tracking order progress, follow-up, delivery and escalation.
- Inform relevant stakeholders proactively on order status, especially for delays or critical parts.
- Monitor inventory levels and support the warehouse team with optimizing and maintaining buffer stock levels.
- Liaise with the logistics team and freight forwarders to set the best route, rate and to facilitate the movement of shipments effectively.
- Import, export, certification and clearance documentation preparation.
- Deal with designated inspection companies (CIS, COC)
- Obtain MOFAIC permit application for export
- Work on RFQ, initiating purchase order according to purchase requisition and in alignment with standard procedures through ERP
- Placement of orders into the company's ERP system
- Update parts master file and selling price in ERP system
- Maintain and provide accurate weekly status of orders in ERP + Reports
- Preparation and dispatch of sales and inventory reports to all the required departments and personnel and conducts year-end stock inventory and adjustments.
- Manage satellite offices remotely for parts pricing and inventory and assist on year-end stock inventory and adjustments.
- Issuance of Commercial Invoices and liaise with Finance for vendor payments and reconciliation.
- Process semi and annual parts claims and returns
- Procedures and guidelines creation, updating and Process Mapping of the optimized and improved processes.

**EARLY CAREER**

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**Procurement Officer**, 12/2010 - 01/2012

**DAL Group**, Dubai Airport Freezone Dubai, UAE

**Administrator / Logistic Coordinator**, 08/2007 - 12/2010

**DAL Group**, Dubai Airport Freezone Dubai, UAE

**WMS / Accounts Coordinator**, 04/2006 - 08/2007

**Micco Logistics, Al Mazroui Int'l Cargo Company**, Jebel Ali Freezone Dubai, UAE

**Administrative/ Accounts/ Payroll Assistant**, 04/2004 - 10/2005

**Jollibee Foods Corporation**, Dasmariñas Cavite, Philippines

**Treasurer**, 09/2002 - 02/2004

**ABE International College of Business and Accounting**, Dasmariñas Cavite, Philippines

**Document Analyst**, 07/2002 - 09/2002

**SPI Technologies Inc**, Manila, Philippines

**Customer Service Representative**, 06/2001 - 11/2001

**Walmart – Dasmariñas** Cavite, Philippines

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**CORE  
QUALIFICATIONS**

Proficiency in SAP, Microsoft Dynamics  
AX, Sage, Warehouse Management  
System (WMS), Microsoft Office  
Software

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**EDUCATION**

***Philippine Christian University, Dasmariñas, Cavite Philippines, 2001***  
**Master of Business Administration:** undergraduate

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***De La Salle University, Dasmariñas, Cavite Philippines, 2001***  
**BSBA: Major in Business Management**

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**CERTIFICATIONS**

Certified Lean Six Sigma Green Belt – 2023  
CISCM – Certified International Supply Chain Manager - 2021  
CISCP – Certified International Supply Chain Professional – 2021