

GEORGIA VASSILIOU

BUYER

CONTACT

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Drama, Greece

SKILLS

Attention to Detail

Interpersonal and communication skills

Negotiation skills

Research

SAP

Excel

Microsoft Dynamics NAV

EDUCATION

MBA – Master of Business Administration

**University of Central Lancashire
Cyprus**

2017-2019

**BSc Social Administration and Political
Science – Political Science (Hons)**

Democritus University of Thrace

2013-2017

LANGUAGES

Greek 

English 

WORK EXPERIENCE

Buyer - Purchasing Department

Raycap SA

Nov 2020-present

- Product and market research for industrial tools, rare components, and equipment benchmarking
- Craft purchase orders, authorize payments and inventory reports for management
- Vendor evaluation according to the company's KPI
- Negotiations of payment terms and incoterms with local and international vendors
- Coordinating the supply chain with intercompany plants on specific projects
- Training of junior buyer
- Achieved the cost reduction in packaging material
- Communication with engineering and R&D teams for the development of new products
- Solve supply chain problems
- Work within the management team to ensure that all deliveries satisfy the assigned orders
- Develop an effective and accurate system for monitoring purchase orders
- Ensure the accuracy of purchase orders by managing inventory, including current stock and new deliveries

Assistant Buyer – Purchasing Department

CTC ARI Airports Ltd

Jun 2021 - Oct 2020

- Audit the execution of buying shop briefs and agreed promotional/price activity with shop management teams and proposed solutions where necessary.
- Achieved an excellent collaborative working relationship with shop teams and all functions to ensure budget delivery of sales, profit, optimum sell-through, and customer experience, whilst being the immediate point of contact for local operations teams. Building positive local vendor relationships.
- Evaluating new products through market research, benchmarking, and product research.
- Creating reports and presentations to report finding to senior stakeholders.
- Working with a strict budget and tight margin.
- Assisted in cost price negotiations and selection of 20 new brands.
- Organizing the annual promotional plan.

Administrative Assistant – Audit Department

KPMG MLS Services Limited

Jul 2018 - Jun 2019

- Carrying out background research and presenting findings.
- Effectively managed the compliance procedures of 10 auditors.
- Complete compliance and evaluation forms with minimal supervision, contributing to successful front-line risk management.
- Completed clerical tasks such as filing, copying, and distributing mail.