



# Taro Yamaguchi

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## SUMMARY

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Procurement & Sourcing Manager with 10+ years of experience in vendor development, purchasing (particularly within Indirect Procurement), and negotiations. Looking forward to utilizing my knowledge in purchasing and sourcing operations to support corporate strategic objectives through excellent interpersonal and people management skills.

## KEY SKILLS

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|-------------------|-----------------------|
| ■ Negotiation     | ■ SAP/SRM             |
| ■ ORM & MRO       | ■ Category Management |
| ■ Quality Control | ■ RFx                 |

## LANGUAGES & QUALIFICATIONS

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|--------------------|--------------------------------------------|
| ■ Japanese: Native | ■ English: Business<br>(TOEIC 850 in 2012) |
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## MAIN PURCHASING ITEMS

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Marketing: Agency fees, events, PR, marketing materials

Travel logistics: Flights, hotels, travel management

Transport: Relocation, catering, express transport

IT-related services: Hardware, software,

HR services: Consultants, advisors, business operations, temporary staff

Utilities: Lease service for equipment, electricity, telecoms, office services

## PROFESSIONAL EXPERIENCE

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**ABC Company** | Tokyo, Japan

*April 2014 - Present*

*April 2018 – Present*

*Procurement & Sourcing Manager*

- Manage the Procurement Team and Purchasing Team of 7 and 6 people respectively
- Handle cost reduction, cost savings, vendor negotiations, stakeholder management, procurement

category management (Marketing & IT)

- Achieved savings of 19% (¥50M) through negotiations with key vendors in 2019
- Implement 90 payment terms for cash follow with 95% completion rate
- Delivered a year-over-year consistent record of staying on track for external spend in Indirect Procurement

***Procurement Manager***

*April 2014 – March 2018*

- Managed the Procurement Team of 7 people and oversaw all daily procurement processes
- Took charge of supplier report to ensure cost, services, and products are compliant with signed agreements
- Directed market research to identify new potential suppliers for Marketing and HR-related services
- Streamlined operations and generated ¥22M in IT cost savings while enhancing the equipment's quality

**DEF Company** | Tokyo, Japan

*April 2009 – March 2014*

***Procurement & Purchasing Specialist***

*April 2011 – March 2014*

- Increased profit margins by 15% and reduced expenses by 12% in 2013
- Successfully contributed to ¥30M of cost savings for IT-related services
- Ensured orders adhered to supplier agreements and contracts; reported nonconformance

***Procurement Specialist***

*April 2009 – March 2011*

- Negotiated terms and conditions with vendors to ensure cost efficiency and high quality merchandise
- Took charge of communications with external vendors to establish long term relationships
- Reviewed, maintained, and updated purchase orders until closing

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## **EDUCATION & QUALIFICATIONS**

**EFG University** | Kobe, Japan

*Bachelor in Accounting, 2005-2009*

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## **INTERESTS & HOBBIES**

- Film photography
- Cycling