

MARIA TERESA LAYUG

Purchasing Specialist | Supply Chain & Procurement

+63 949-896-5933 • mtlayug05@gmail.com • Parañaque City, Philippines
linkedin.com/in/maria-teresa-l-b6a16a7b • WhatsApp: +63 956-584-8018

PROFESSIONAL SUMMARY

Results-driven Purchasing Specialist with 4.5+ years of progressive procurement experience spanning automotive, hospitality, and trading industries. Proven record of delivering measurable cost reductions (up to 15%), improving inventory accuracy by 12%, and cutting lead times by 10% through disciplined supplier management, spend analysis, and full-cycle PO processing. Proficient in SAP MM, SAP S/4HANA, and Oracle ERP. Holds multiple CSCMP Supply Chain Foundations certifications and a Negotiation Professional Certificate from the American Negotiation Institute. Skilled in canvassing, comparative quotation, purchase requisition processing, supplier scorecard tracking, landed cost computation, and cross-functional stakeholder coordination.

CORE COMPETENCIES

- ✓ End-to-End Procurement & PO Processing
- ✓ Purchase Requisition (PR) Processing
- ✓ Supplier Sourcing & Vendor Evaluation
- ✓ Landed Cost Computation
- ✓ Inventory Management & Demand Forecasting
- ✓ SAP MM / SAP S/4HANA / Oracle ERP
- ✓ Cross-Functional Stakeholder Coordination
- ✓ Lean Six Sigma Foundations
- ✓ Spend Analysis & Cost Reduction Strategies
- ✓ Canvassing & Comparative Quotation
- ✓ Supplier Scorecard & KPI Tracking
- ✓ Contract Negotiation & Vendor Management
- ✓ Category Management
- ✓ Microsoft Excel (Advanced) / Microsoft 365
- ✓ Regulatory Compliance & Audit Support
- ✓ Supply Chain Analytics & Reporting

PROFESSIONAL EXPERIENCE

MSL GLOBAL CORPORATION — Parañaque, Philippines *Mar 2026 – May 2026*

Purchasing Specialist

- Reduced procurement costs by 5% within 3 months by executing strategic canvassing across 10+ suppliers, conducting comparative quotation evaluations, and renegotiating payment terms with priority vendors.
- Processed purchase orders with 100% accuracy from requisition to receipt by implementing a structured PR workflow in SAP MM, eliminating processing errors within the first month.
- Decreased obsolete inventory by 5% as measured by monthly stock reports by building a demand-forecasting tracker that flagged slow-moving SKUs and triggered timely reorder points.
- Strengthened supplier accountability by introducing a supplier scorecard system tracking on-time delivery, quality compliance, and responsiveness — resulting in faster resolution of vendor discrepancies.
- Generated weekly spend analysis reports for management, identifying top-spend categories and surfacing cost-saving opportunities that guided strategic sourcing decisions.

LABOTECH TRADING — Philippines *Sep 2025 – Feb 2026*

Procurement Data & Compliance Analyst

- Maintained 99.9% data accuracy across all procurement and financial records by cross-referencing purchase orders, invoices, and supplier contracts against source documents on a daily basis.
- Supported procurement compliance by maintaining audit-ready document archives (POs, invoices, contracts) aligned with internal controls and data retention policies.
- Accelerated invoice reconciliation by 30% by compiling and organizing vendor payment data that enabled the finance team to identify billing discrepancies and reconcile landed costs more efficiently.

- Ensured adherence to financial regulations and confidentiality standards, contributing to zero audit findings during internal reviews.

ePERFORMAX CONTACT CENTERS — Philippines*Sep 2023 – Apr 2024*

Customer Service Agent

- Resolved 95%+ of escalated customer complaints by applying structured conflict-resolution frameworks, protecting client NPS scores for a US Fortune 500 account.
- Maintained 100% SLA compliance on response times and case documentation, consistently meeting KPI targets across phone, email, and chat channels.
- Contributed to process improvement initiatives by identifying recurring issue patterns and proposing workflow adjustments, improving team efficiency and customer satisfaction metrics.

WATERFRONT MANILA HOTEL AND CASINO — Philippines*2021 – 2022*

Purchasing Clerk

- Reduced procurement costs by 5% over 6 months by sourcing a minimum of 3 competing quotations per category and negotiating favorable pricing and payment terms with hospitality suppliers.
- Managed full procurement cycle — from PR processing to goods receipt — covering F&B, Housekeeping, and Engineering categories with zero stockout incidents.
- Conducted monthly supplier performance evaluations against delivery and quality KPIs, producing scorecard reports that identified underperforming vendors and triggered corrective action.
- Reconciled 100+ vendor invoices monthly in collaboration with Finance, resolving discrepancies in landed costs, taxes, and delivery charges within agreed SLA timelines.
- Coordinated with 5+ internal departments to consolidate purchase requisitions, prioritize urgent orders, and streamline cross-functional procurement workflows.
- Maintained complete and organized procurement records (POs, invoices, delivery receipts, contracts) to support audit readiness and regulatory compliance.

FAREED AUTO SPARE PARTS SHOP — Bahrain*2017 – 2019*

Purchasing Assistant & Admin Technician

- Reduced overall procurement costs by 15% by consolidating the vendor base from 30+ to strategic key suppliers and renegotiating annual contracts through competitive canvassing and quotation analysis.
- Improved inventory accuracy by 12% and reduced storage costs by 5% by implementing a structured perpetual inventory tracking system with monthly physical stock reconciliation.
- Processed all purchase orders with 100% accuracy across automotive spare parts categories, ensuring timely delivery and correct invoicing for every transaction.
- Managed key vendor contracts, ensuring favorable terms and conditions and delivering projected annual savings of 8% through disciplined contract management.
- Streamlined monthly procurement reporting by 15% through Excel-based templates with automated spend summaries, improving reporting speed and management visibility.
- Provided dual-role administrative and technical support: managed office supplies, maintained equipment, coordinated correspondence, and resolved 95% of technical issues within 24 hours.

MAC STORES AUTO SPARE PARTS — Bahrain*2014 – 2016*

Purchasing Assistant

- Negotiated contracts with 20+ key vendors, achieving a 15% average reduction in procurement costs through competitive quotation analysis and strategic supplier consolidation.
- Cut lead times by 10% and reduced stockouts by 5% by implementing a new inventory management system with automated reorder-point triggers and real-time order status tracking.
- Managed the full order lifecycle for imported auto accessories — from FOB price negotiation and MOQ confirmation through goods receipt and invoice reconciliation.

- Executed regular spend analysis and market research to identify cost-saving opportunities, contributing to an 8% reduction in overall purchasing expenses through category-level budget monitoring.
- Developed and implemented standardized purchasing procedures to ensure compliance with company policies and consistent process quality across all procurement activities.

EDUCATION

Bachelor of Science in Hotel and Restaurant Management

Philippine Women's University, Manila

Vocational — NCIII Bookkeeping | TESDA – SAV1 Training Center

Vocational — HRM Food Preparation | TESDA Women's Center

LICENSES & CERTIFICATIONS

CSCMP Supply Chain Foundations (7 Certificates)

- Procurement Professional Certificate
- Demand Planning Professional Certificate
- Warehousing Operations Professional Certificate
- Inventory Management Professional Certificate
- Transportation Professional Certificate
- Manufacturing & Service Operations Professional Certificate
- The Essentials Professional Certificate

Additional Certifications

- Negotiation Professional Certificate — American Negotiation Institute
- SAP S/4HANA Essential Training
- Mastering Supplier Relationship Management (SRM)
- NCIII Bookkeeping — TESDA
- Generative AI for Supply Chain Professionals — CSCMP
- SAP Ariba Supply Chain Collaboration Overview
- The AI-Driven Supply Chain Manager
- Lean Six Sigma Foundations

RELEVANT TRAINING & SEMINARS

- Cost Reduction for Procurement: Supply-side Tools
- Excel Supply Chain Analysis: Solving Inventory Problems
- Excel: Value Stream Mapping
- Fundamentals of Sustainable Supply Chains
- International Logistics
- Inventory Management Foundations
- Purchasing Foundations
- Managing Logistics
- Excel Supply Chain Analysis: Managing Simulations Using VBA
- Excel Supply Chain Analysis: Solving Transportation Problems
- Foundations of Working Capital Management
- Implementing Supply Chain Management
- Supply Chain Foundations: Risk and Resilience
- Project Management Foundations: Procurement
- Supply Chain Foundations: Analytics
- Business Analysis: Essential Tools and Techniques (2021)

TECHNICAL SKILLS

ERP / Procurement: SAP MM, SAP S/4HANA, Oracle

Data & Reporting: Excel VBA, Pivot Tables, Google Sheets

CRM / Other: HubSpot, QuickBooks, Xero, Zoho CRM

Office Productivity: Microsoft Excel (Advanced), Microsoft 365

Collaboration Tools: Slack, Trello, Asana, Monday.com, Notion

Communication: Google Workspace, Zoom, Viber, WhatsApp

CHARACTER REFERENCES

Available upon request.

Key contacts include: Mr. Jhon Jynell C. Montilla (Store Manager, E-Commerce Amazon), Mrs. Rosalina Dizon (Assistant Store Manager, Waltermart Supermarket), Mr. Jasper B. Mendoza (WPI Account Manager, Acabar Marketing International Inc.)

I hereby certify that the information contained in this resume is true and correct to the best of my knowledge.