

Sally Lam

Buyer III - MHWirth

Katy, TX
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A results-oriented buyer that continuously seeking maximum values for the company with practice of strategic sourcing, evaluating competitive bids and strong negotiations skills. Have extensive financial skills that include budgeting and forecasting, materials management and inventory control.

WORK EXPERIENCE

Buyer III

MHWirth - Houston, TX - 2011 to Present

Support the company operations with an uninterrupted flow of materials and services.

- Negotiate volume purchasing discount for raw materials, sub-contracts, machining and fabrications, OEM components and indirect consumables including rentals/services.
- Source new vendors for existing materials/commodities and initiate the supplier's qualification process.
- Review drawings and technical specifications to ensure materials are purchase in accordance with the requirements.
- Evaluate competitive bids with consideration of best price, quality, delivery and T&Cs.
- Accurately and timely process all RFQs and purchase orders in accordance with the company guidelines.
- Issue spot buy orders for the after-market sales, rig down orders and critical items request from the field.
- Proactively monitor and expedite all open orders to ensure on time delivery.
- Resolve and follow up with orders that are not in compliance with agreed terms.
- Develop a strong relationship with suppliers utilizing OTD performances and non-conformance reports.
- Resolve invoice discrepancies with suppliers and review for payment approvals.
- Communicate market and industry trends to the extended team.
- Successfully participates in the annual API audit.

Business Analyst

Schlumberger Technology Corporation - Houston, TX - 2006 to 2011

Managed over 100 projects and report monthly financial results in the ERP system.

- Practiced Lean Six Sigma and improve productivity by 50% efficiency.
- Review project actual cost vs. budgets, and submit cost comparison report to management for review.
- Period reporting of P&L, Balance Sheet, Exposure Report, Capex & Inventory Report, Budgeting & Forecasting, and Ad Hoc reporting.
- Analyzed Profit & Loss variance and reviews detail analysis of revenue and COGS transactions.
- Reviewed cost center expenditures, analyze and issue monthly allocations.
- Reviewed balance sheet accounts, reconcile and prepare associated balance sheet notes.
- Controls and prepared general ledger entries including prepaid, accruals, allocations, etc.
- Reviewed purchase price variance, work order variance, WIP variance, obsolescence/excess inventory analysis, and standard costing review.
- Performed annual standard cost roll, and individual cost roll as needed that will impact the P&L and inventory.
- Participated in physical count of inventory & fixed assets, and reconciliation with the sub-ledger.
- Reconciled of client receivable collections, DSO, payroll, inter-company accounts, suspense accounts and provide provisions accordingly.
- Continually implement and monitor internal controls and participate in the annual audit.

- Managed weekly check runs and mail out payment to suppliers in a timely manner.
- Processed accounts payable and accounts receivable.

EDUCATION

BBA

University of Houston-Downtown

May 2006

ADDITIONAL INFORMATION

SKILLS: SAP, QuickBook, MfgPro, Oracle, Movex, Hyperion Financial Management (HFM), and the MS Office Suites