

Eneida Borges

Summary

Dynamic professional with over 13 years of experience in the Supply Chain and Inventory management in the consumer products industry. Energetic, self-motivated team player who likes to achieve quality bottom line results and make a difference in a team environment. Creative and customer oriented with a diverse multi-cultural background.

Experience

Jan 2008-Dec 2008

Stanley Works

New Britain, CT

SAP Power User

- Worked on special project to clean up duplication of vendors in SAP in preparation for transition to the Xign Vendor Portal System.
- Responsible for SAP workflow exceptions on day to day basis. Created metrics to measure the progress of invoices managed and resolved from the workflow. Trained with the Accounts Payable team to learn all the resolutions and processes to manage the exceptions to the lowest number possible.
- Inform the buyer's community of any issues with purchase orders and invoices that will result in the resolution of invoices.
- Assisted and supported the Vendor Portal Team when needed with SAP functionality and best practices procedures.
- Trained individuals during the transition of the SAP workflow via Web Ex and step by step instructions. Develop written training documents to help the learning process.
- Informed and communicated all pending issues to Accounts Payables and any other team members to find a resolution and process the invoices on a timely matter.

Oct. 1998-July 2007

Unilever HPC

75 Merritt Boulevard
Trumbull, CT 06611

Supply Chain Material Planning

- Order and coordinate materials to support production schedule at 4 manufacturing sites in care of Unilever. This included major brands like Dove, Axe, Caress, Lever, and Suave.
- Monitor and ensure on time deliveries to support production schedule on a daily basis.
- Attended weekly meetings for all 4 sites to ensure the production schedule, and resolve any potential issues that might jeopardize attainment.
- Managed inventory levels for raw and packaging materials based on the guidelines established by

- Unilever.
- Worked with Supply Management to identify gaps on raw and packaging materials for ordering process.
- Work closely with Inventory control and manufacturing site to reconcile any inventory discrepancies that could jeopardize production.
- Support all innovations for Personal Wash Liquids to ensure successful launches: Major launches Dove, Axe, and Caress.
- Sent weekly forecast to suppliers to allow visibility of future demand.
- Worked closely with the Supply Chain Planner to support any oversells, and to support 98.5% customer service.

Other Projects:

- Assisted in the conversion of the Legacy System (CICS) to SAP. This required verification of Bills of Materials, and accuracy of data before all data was transferred. (2007)
- Assisted in verification of Master Data for the materials under my responsibility. This entailed verification of lead times with suppliers, rounding values, and all other pertinent data needed for the conversion (2007).
- Participated in meetings with the Best Practice Group regarding the conversion from the Legacy System to SAP to discuss and identify any gaps, and how to best handle them after the conversion.
- Lead Lunch and Learn meetings in 2003 to established and support SAP best practices. Also, Identify any need for new processes and additional training.
- Participate in team meetings with the supply chain community to identify gaps in processes.
- Attended all training required for SAP.

July 1993-Sept 1998

Unilever HPC

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Trumbull, CT 06611

Inventory Control Analyst

- Daily reconciliation of Finished Goods manufactured at the co-packers, and resolve any issues to ensure accuracy of inventory in the legacy systems.
- Attended and reconciled Physical Audits at the different sites under my responsibility. At least 4 site a year.
- Work with Finance on any big dollar discrepancy before it was posted in the Legacy Systems.
- Re-enforce best practices process with co-packers, and ensure the accuracy of documents for daily reconciliations.

Aug 1993-Jan 1989

Cheesebrough Pond's

33 Benedict Place
Greenwich, Ct 06601

Account Payables Clerk

- Processing of all invoices received from the suppliers in Care of Cheesebrough Pond's. This process included reviewing the invoices for mathematical accuracy, and match to a receiver for goods in the legacy System. Reconciliation of goods delivered and invoiced. Estimated volume of invoices handled per week 300.
- Re-enforcement of correct billing according to the company's policies.

- Attended meetings with suppliers to resolve issues with billing and payment of invoices.

Education
