



# KARISHA [REDACTED]

## Profile

Highly organized and detail-oriented professional with experience in purchasing, finance, and administrative support. Skilled in procurement, supplier negotiations, financial transactions, and documentation management. Adept at multitasking, problem-solving, and ensuring operational efficiency. Proficient in Microsoft Office and committed to contributing to organizational success through strong analytical and communication skills.

## Work Experience

### Procurement Assistant

[REDACTED]

Mar  
2025-  
Present

- Process of technical support order in the industry of construction, real estate and retail. Supports purchasing operations by handling administrative tasks, coordinating with suppliers, processing purchase orders, maintaining procurement records, and ensuring compliance with company policies. They assist in sourcing suppliers, monitoring inventory, and facilitating communication between internal teams and vendors.

### Purchasing Officer

[REDACTED]

Apr  
2022  
-Oct  
2024

- Managed procurement processes, including purchasing, receiving, and documentation of goods and materials. Negotiated contracts, built strong vendor relationships, and optimized supplier selection strategies. Maintained accurate purchasing records and ensured efficient inventory management. Collaborated with suppliers and logistics partners to streamline distribution while monitoring achievement goals.

### Loan Processor

[REDACTED]

Jan  
202  
1-  
Mar  
202  
2

- Assessed client financial records to evaluate loan eligibility and processed credit applications for approval. Managed customer inquiries regarding loans, repayments, and penalties while ensuring compliance with financial regulations. Handled cash disbursement, bank transactions, and weekly reporting to the main branch. Educated clients on loan terms and repayment requirements to facilitate informed financial decisions.

 [REDACTED]

 [REDACTED]

 [REDACTED]  
[REDACTED]

## Education

### BS IN ACCOUNTING TECHNOLOGY

[REDACTED]

2012-2016

**VOCATIONAL:**  
**CONTACT CENTER SERVICES NC11**  
144 HOURS-SEPTEMBER 2020

## Skills

- computer skills(microsoft office)
- communication skills verbal and written
- Flexibility/Adaptibility

## Language

English

**Assist. Secretary for VP finance**

[Redacted]

**May**  
**201**  
**6-**  
**Dec**  
**201**  
**9**

- Managed banking transactions, including deposits, withdrawals, and fund transfers. Verified and audited company expenses, liquidations, and disbursements. Oversaw document verification for real estate transactions and prepared commission payments for agents. Assisted the VP for Finance with daily document processing, check approvals, and credit card payments, ensuring smooth financial operations.



**References**

[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
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[Redacted]  
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[Redacted]  
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Phone: