

LAURA MILENA MUÑOZ GÓMEZ

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EDUCATION

Instituto Universitario de La Paz (UNIPAZ)
Industrial Production Engineer

Barrancabermeja, Colombia
September 2023

Servicio Nacional de Aprendizaje (SENA)
Technologist in Industrial Production Management

Barrancabermeja, Colombia
December 2018

PROFESSIONAL EXPERIENCE

Purchasing Analyst – Alca Ltda. | Bucaramanga, Colombia | July 2025 – September 2026

- Manage procurement activities and inventory analysis to ensure optimal stock levels across multiple retail stores.
- Purchase household appliances, refrigeration products, digital products, and furniture.
- Support Business Intelligence initiatives through ETL processes for data consolidation, cleansing, and analysis.
- Assist the sales department by preparing product profitability analyses.
- Automate reports using Excel macros and perform data cleaning and validation.

Pricing and Purchasing Analyst – Distribuciones Muñoz | September 2024 – April 2025

- Managed and analyzed administrative and operational data to support business decisions.
- Controlled petty cash, electronic invoicing through SIIGO, document management, and inventory processes.
- Analyzed purchasing, dispatch, and return information to optimize costs and supplier negotiations.

Purchasing Engineer – Proyectos y Servicios SAS | February 2024 – September 2024

- Managed procurement data for construction projects and operational supplies.
- Automated reports using Excel macros and performed data cleansing and validation.
- Conducted supplier quotation comparisons to optimize costs and delivery times.

Purchasing Assistant – Morelco SAS | June 2022 – December 2023

- Provided analytical support to five purchasing analysts.
- Consolidated, cleaned, and structured purchasing data for supplier and cost analysis.
- Supported procurement activities valued at approximately COP 10 billion.

Purchasing and Inventory Assistant – Clínica San José | April 2021 – May 2022

- Managed purchasing information for equipment and supplies.
- Controlled, verified, and reconciled inventory records, dispatches, and orders.

Administrative and Logistics Assistant – Fedagro | May 2019 – July 2020

- Managed and analyzed Excel databases for vaccination cycle monitoring.
- Supported accounting operations through SIIGO and coordinated logistics activities.

TECHNICAL SKILLS

Advanced Microsoft Excel, Excel Macros (VBA), Power BI, SAP, Oracle, General Ledger Systems, Zeus, SIIGO, Data Analysis, Inventory Management, Procurement and Purchasing, Business Intelligence Support, ETL Processes

LANGUAGES

Spanish: Native | English: Basic

PROFESSIONAL SKILLS

Analytical Thinking, Business Acumen, Attention to Detail, Critical Thinking, Effective Communication, Teamwork and Collaboration, Ethics and Confidentiality, Problem Solving, Data-Driven Decision Making.