ROBERT SMITH

**Procurement Officer**

**E­mail:** info@qwikresumc.com **Phone: (0123)­456­789**

**SUMMARY**

15+ years of management experience and knowledge along with customer service, daily business operations, and purchasing/ contracts ready to enhance any team.

**SKILLS**

Microsoft Office, Purchasing, Customer Service, Office Management.

**WORK EXPERIENCE**

# Procurement Officer

ABC Corporation ­ September 2011 – January 2016

* Contracts management, prepare request for quotations and secure documentation for contract awards.
* Manages purchasing, a/p, and central stores depts.
* Develops and prepares department policies and procedures, trains and assists staff for each department.
* Assists all department managers with regards to purchasing, travel, repair and/or consultation needs, problem­solving and proper utilization of state laws, rules and regulations.
* Prepares all state purchasing documentation and reports as required.
* Corresponds with vendors regarding registration, payments, and submission of bids to state purchasing.
* Develop and maintain constructive and cooperative working relationships with colleagues, vendors, and management.

# Procurement Officer

ABC Corporation ­ 2006 – 2011

* funded by the World Bank.
* Grant No.
* TF091885, Project ID P098256, Kabul Afghanistan.
* July 2007 to June 2011.
* Managed procurement planning, procuring of goods, works, and services in accordance with the World Bank and Afghan government procurement Guidelines, Project worth an appropriation of $51 Million.
* Provided training on procurement planning and methods to the civil servants in coordination with human resources and capacity building units of the Ministry of Agriculture.
* This is Dummy Description data, Replace with job description relevant to your current role.

**SCHOLASTICS**

* Diploma ­ (Baileysville High School ­ Brenton, WV)