

ROBERT SMITH

Procurement Officer

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

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, problem-solving 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)