Phone: (0123)­456­789 **|** Email: info@website.com **|** Website: Website.com

**SUMMARY**

A well­qualified, intelligent and motivated with good administrative secretarial, office management, bookkeeping, staff supervising, interpersonal and communication skills, committed to integrity, accuracy, ability to learn, tactfulness, dynamic and a good sense of humor with international experience.

**CORE COMPETENCIES**

Administrative, Management, Management, Training.

**PROFESSIONAL EXPERIENCE**

# Procurement Officer­Buyer

**ABC Corporation ­ 2012 – 2013**

**Key Deliverables:**

* Assists in the supervision and training of less experienced buying personnel.
* Confers with and assists officials of all departments to determine purchasing needs and specifications.
* Compare costs and evaluate the quality and suitability of supplies, materials, and equipment.
* Informs agency personnel of purchasing procedures and regulations maintains purchasing records.
* Contacts vendors or agency representatives to obtain availability and product information or to solicit bids,
* Develops requests for quotations; and confers with vendors concerning new products, damaged goods, delayed payments or related information.
* Conducts research concerning new products and general commodity requirements.

# Procurement Officer

**ABC Corporation ­ 2008 – 2012**

**Key Deliverables:**

* Accountable for displaying initiative, attention to detail, and organizational skills while providing comprehensive procurement support.
* Responsible for preparing purchase orders, requisitions, and other documentation, ordering supplies, materials, equipment, and services, and for gathering data and researching purchasing information.
* Utilize sound decision­making skills to maintain efficiency and productivity, resolve various logistic related issues, and to overcome difficulties in order to improve the coordination of procurement activities/tasks.
* Exhibit excellent leadership skills and attention quality and deadlines as well as the ability to take ownership of projects and multi­task effectively while working with individuals and teams throughout the department.

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* Fully responsible for maintaining professional and courteous communications, demeanor, and interactions with internal/external customers while exercising good judgment and seeking ways to provide additional support.
* Provide recommendations and support to ensure procurement processes are effective, efficient, and offer the best possible value.
* Resolve issues, monitor contractual agreements, and review invoices for payment.

**EDUCATION**

* Bachelor ­ (Jamia Hamdard University Delhi India ­ Delhi, Delhi)