

# ROBERT SMITH

## Procurement Officer-Buyer

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

### SUMMARY

A well-qualified, 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 Officer-Buyer

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 decision-making 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 multi-task 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)