ROBERT SMITH

**Associate Procurement Officer**

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**SUMMARY**

Seeking to obtain a position with a professional organization that gives an opportunity to acquire new knowledge and skills to help grow in career.

**CORE COMPETENCIES**

Management, Adminstration, Adminstration, Logistics Management, Account Management, Account Management.

**PROFESSIONAL EXPERIENCE**

# Associate Procurement Officer

**ABC Corporation ­ September 2011 – January 2016**

**Key Deliverables:**

* Assist the organizations procurement projects in support of its strategy and plan.
* Oversee the purchasing of goods and services for office needs per the approved requisitions.
* Ensure all the requests are approved and processed in a timely manner.
* Facilitate requests for a quote to all venders to ensure competitive pricing and payment terms.
* Ensure costs are within the budgets and negotiate pricing, quality, and supply availability.
* Create purchase orders and contract agreements and ensure all documents are approved.
* Confirm and Follow up purchase orders to ensure delivery dates are met or exceeded.

# Procurement Officer

**ABC Corporation ­ 2007 – 2011**

**Key Deliverables:**

* coordination office.
* Functional Highlights Maintain auditable records for all procurement items.
* Develop tender documents, coordinate the tender process and manage orders with venders.
* Prepare and maintain purchasing records, reports, and price lists.
* Develop a procurement plan.
* Invite, assess and award/recommend supplier tenders, bids, quotations and proposals.
* This is Dummy Description data, Replace with job description relevant to your current role.

**EDUCATION**

* HS­ (Hakim Nasir Khosraw Balkhi High School ­ Kabul)

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