

ROBERT SMITH

Associate Procurement Officer

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

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, Administration, Administration, 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 vendors 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 vendors.
- 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)