***CONTACT DETAILS***

1737 Marshville Road,

Alabama

(123)-456-7899

info@qwikresume.com

**www.qwikresume.com**

***SKILLS***

Administration, Management, Logistics.

***LANGUAGES***

English (Native) French (Professional) Spanish (Professional)

***INTERESTS***

Climbing Snowboarding Cooking Reading

***REFERENCES***

Reference – 1 (Company Name)

Reference – 2 (Company Name)

Robert Smith

***Purchasing Officer/Analyst***

# PERSONAL STATEMENT

Over 11 years of hands on Purchasing Officer experience within the areas of Supplier Relationship Management (SRM) and Material Management (MM) . Accomplished experience in Implementing, supporting and upgrading various SAP SRM /MM Projects. -

# WORK EXPERIENCE

## Purchasing Officer/Analyst

### ABC Corporation - March 2005 – June 2007

*Responsibilities:*

* Ensured competent quality execution of all regular purchasing duties and administrative works.
* Responsible for the preparation and process purchase orders and documents in accordance with company policies and procedures.
* Monitored and co-ordinate deliveries of items between suppliers to ensure that all items are delivered to the site/store on time.
* Purchased and issued an order in accordance with the specification.
* Scheduled store visits on a regular basis, Plan and manage inventory levels of materials or products.
* Monitored and co-ordinated deliveries of items between suppliers with suppliers to ensure on-time delivery.
* Coordinated with user departments and suppliers in the purchasing scope of work for projects assigned.

## Purchasing Officer

### Delta Corporation - 2002 – 2005

*Responsibilities:*

* Responsible for creating purchase and sales orders Verified vendor invoices Responsible for tracking shipped items Main source of contact for the company .
* Reported to Financial Controller.
* Scouted local markets for availability and reasonably priced gift items, novelties, office products, food supplies.
* Prepare purchase orders and expedite delivery as necessary.
* Responsible for the entire purchasing function for the Fort Worth Division of a Dallas based Corporation.
* The company caters to convenience stores in the Dallas/Ft.Worth Metroplex area.
* Managed a Million dollar plus inventory and generated regular purchase orders for over 150 direct vendors for over 5000 SKUs with an annual.

**Education**

design - (BMC - Punch, Jammu and Kashmir)