

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)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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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)