

PURCHASE OFFICER CV

A Purchase Officer ensures that all services or products needed by the company are timely processed to ensure smooth and continuous operation. He must be aware of the movement of the supplies so he can make advance bulk requests. He must be knowledgeable in conducting inventory and expert in liaising with suppliers. When you are preparing a Purchase Officer CV, stress out these skills in your resume. There are two sections in the CV where you can do this – Personal Objective and the Professional Skills section. There is a rule however in presenting your competencies. In the former, briefly summarize your skills; do not be lengthy. In the latter section, be as detailed and exhaustive as possible. Look how the skills are mentioned in these sections of the CV of a Purchase Officer below.

Ralph Callahan

P.O. Box 217, 6166 Ac Road, Bridge of Allan, Stirlingshire, V1P 8NK

Tel: – 01953 296425

[email]

Date of Birth: – 02/05/90

Nationality: – British

PERSONAL OBJECTIVE:

My primary objective as a Purchase Officer is to ascertain that all purchase requests are promptly managed so as not to halt the company's daily operations. I will make sure that suppliers and bidders go through the bidding procedures before the procurement process. As a Purchase Officer, I have to abide with all the governing laws and regulations related to purchasing. I am very familiar with all the policies and procedures involved in the requisition, procurement, quotation requests, invoicing and delivery of the products. I have a wide knowledge in inventory control, good understanding of financial and accounting principles. With this said, I am confident that I will achieve my objective.

PROFESSIONAL SKILLS:

- Highly experienced in managing purchase orders
- Good knowledge of inventory control process
- Exceptional knowledge of purchasing techniques and tools
- Familiarity with SAP and ERP systems
- Ability to manage and maintain good relationships with vendors
- Ability to determine type and quantity of merchandise needed

CAREER HISTORY:

Purchase Officer Edward Mann Limited – North West London Sep 2012 – Till Date

- Reviewed and approved purchase orders before ordering goods.
- Processed purchasing requests and maintained purchasing logs.
- Contacted vendors to obtain price quotes and performed negotiations.
- Ensured that all purchase operations were performed in accordance with company policies and procedures.
- Followed-up on delivery schedules, payment delays, and invoice queries.
- Managed deliver schedules and status of goods.

Purchase Officer Harris Hill Finance – London Sep 2011 – Sep 2012

- Maintained records of purchases and sales.
- Coordinated with suppliers to ensure that goods are delivered on-time.
- Negotiated price and terms with suppliers.
- Inspected goods for any defects and missing parts.
- Recommended improvements to purchasing procedures for operational efficiency.
- Performed purchase operations within the assigned budget.

EDUCATION:

BBA (Hons) in Business Administration

University of Derby – Derby

Sep 2008 – Jul 2011

A-levels: Business Studies, Economics, Mathematics, English Language

Hopwood Hall College – Middleton

Oct 2006 – Jul 2008

GCSEs: 8 including Maths, Business Studies, Physics, Sociology, English

The Harrodian School – Barnes

Sep 2001 – Jul 2006

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