**Purchasing Officer**

ROBERT SMITH

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# Objective

Versatile, reliant and proficient professional with experience in customer service and negotiations. Successful in developing strategies to save time, while efficiently completing tasks to completion.

# Skills

Marketing And Sales Management.

# Work Experience

## Purchasing Officer

**AEDC** ­ September 1996 – 2020

* Reviewed purchase requests to determine the need for term contracts and develop new contracts and/or prepare history sheet and product specifications, determine an appropriate list of bidders for a product, and notify potential bidders.
* Received and evaluated bids to determine the lowest bid and delivery requirements within cost limits and award bid.
* Maintained files on products and current market conditions and awarded bids for future

references.

* Forwarded recommendations to OSP on appeals.
* Received lease agreements, review and make appropriate changes so agreements will apply to the law, and submit to a legal advisor.
* Reviewed and forward, if required, justification documents for single source and emergency

purchases and conduct training sessions, and meetings, if requested for the agency.

* Worked with OSP auditors during year-end agency audits.

## Purchasing Officer

**Delta Corporation** ­ 1995 – 1996

* Certified as a credit card holder to manage purchasing, tracking, monitoring, receiving, and distributing items without an audit by the Department.
* Coordinated inspections on various companies to regulate job performance and record

keeping.

* Managed accounts receivable, packing, shipping orders and supplies.
* In charge of purchasing and handling overall operations of the company.
* Responsible for Incoming component/ material, in-process and outgoing product inspection, as well as supervising Quality Inspectors for their daily.
* Source, negotiate and purchase domestic and oversea materials for production; Plan and

arrange to purchase according to production schedule; Search.

* This is Dummy Description data, Replace with job description relevant to your current role.

# Education

Diploma - (High School Education)