ROBERT SMITH

**Sr. Purchasing Officer**

Phone: (0123)­456­789 **|** Email: info@qwikresume.com **|** Website: Qwikresume.com

**SUMMARY**

Excellent interpersonal and go­hade attitude with the ability to handle multiple sales Project challenging oneself and team. Result­oriented Marketing Business Executive with Master of Business Administration (Marketing/Finance), Purchasing and Procurement 6 years of experience.

**CORE COMPETENCIES**

Inventory Management, Demand Management, Accounting.

**PROFESSIONAL EXPERIENCE**

# Sr. Purchasing Officer

**ABC Corporation ­ March 2008 – May 2009**

**Key Deliverables:**

* Ensured competent quality execution of all regular purchasing duties.
* Maintained complete updated purchasing records/data and pricing in the system.
* Prepared reports and summarize data including sales report.
* Executed and monitored all regular purchasing duties.
* Coordinated with user departments and suppliers in the purchasing scope of work for projects assigned.
* Assisted in managing and following up overseas orders.
* Handled and monitored of claims to factories and vendors for defectives, shortage, missing parts.

# Purchasing Officer

**Delta Corporation ­ 2005 – 2008**

**Key Deliverables:**

* Secondary School Port Said Experimental Languages school.
* Responsible for creating purchase and sales orders Verified vendor invoices Responsible for tracking shipped items Main source of contact for the company.
* Role and Responsibility Plan, direct, or coordinate the activities of buyers, purchasing officers, and related workers involved in purchasing.
* Responsible for monitoring price increases and communicating changes as necessary.
* Reviewing reports for stock out and expediting open orders.
* Purchasing material for inventory and non­stock items for branches and customer orders.
* Report directly to the Managing Director to finalize vendor and purchase above

$500,000.00 for the ongoing construction project.

**EDUCATION**

* Bachelor of Science in Accounting ­ (Prince George's Community College)

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