

ROBERT SMITH

Sr. Purchasing Officer

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SUMMARY

Excellent interpersonal and go-hade attitude with the ability to handle multiple sales Project challenging oneself and team. Result-oriented 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 non-stock 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)