

ROBERT SMITH

Jr. Purchasing Officer

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SUMMARY

Purchasing officer who assists business Manager to manage operation of the Representative Office in Vietnam in Travelling Services. Extensive experience in Procurement and Logistic. Utilize team, communication, interpersonal, analytical and problem solving skills to ensure the effectiveness and efficiency of the processes.

SKILLS

Computer, E-mail, Windows, Excel, Inventory management.

WORK EXPERIENCE

Jr. Purchasing Officer

ABC Corporation - 1992 – 1996

- Coordinated and expedited the flow of work and materials within or between departments of an establishment according to the production schedule.
- Arranged for delivery, assembly, and distribution of supplies and parts in order to expedite the flow of materials and meet production schedules.
- Compiled and prepared documentation related to production sequences, transportation, personnel schedules, and purchase, maintenance, and repair orders.
- Compiled information such as production rates and progress, materials inventories, materials used, and customer information, so that status reports could be completed.
- Conferred with establishment personnel, vendors, and customers to coordinate production and shipping activities and resolve complaints or eliminate delays.
- Contacted suppliers to verify shipment details.
- Examined documents, materials, products, and monitored work processes in order to assess completeness, accuracy, and conformance to standards and specifications.

Purchasing Officer

Delta Corporation - 2006 – 2008

- Responsible for ordering pharmaceutical and cosmetic products Monitored pharmaceutical and cosmetic inventory levels Completed inventory requisitions.
- Negotiate and recommend execution of contracts for the purchase of supplies, services and equipment Keep informed of current developments.
- Control Switchboard Receive all phone calls Transfer phones to appropriate extensions Note message for appropriate person Pass message to the right .
- Write down deliveries for all the discharged stocks.
- Computer Accessories - Electrical Materials - A/C & HVAC Materials - Sanitary & Plumbing Materials - Hardware & Power Tools Material.

- Purchased material for several jobs being worked at Dow, Plaquemine Accurately directed incoming materials to appropriate job sites Documented all.
- Control spending expenditure Approve vendors for goods and services Ensure all transactions done by purchasing are captured in quick books.

SCHOLASTICS

- Bachelor of Science and Business Administration in Business Management - 1984(San Sebastian college Recoletos - Cavite City)