ROBERT SMITH

# Purchasing Officer III

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Dedicated Purchasing Officer and effective leader who excels at using proven methods and cutting-edge technology to successfully cut costs, streamline operations and increase productivity.

# EXPERIENCE

## Purchasing Officer III

### ABC Corporation - JANUARY 2013 – DECEMBER 2015

* Collaborated with other account managers to prepare and deliver performance updates and quarterly business reviews.
* Monitored market conditions, product innovations, and competitor activity, and adjusted the account sales approach to address the latest market developments.
* Determined the cost and pricing of proposals and bids.
* Worked closely with company executives to identify new business opportunities, securing the growth of the company.
* Estimated and quoted prices, credit and contract terms, warranties and delivery dates.
* Negotiated details of contracts and payments and prepared sales contracts and order forms.
* Maximized operational effectiveness across the territory.

## Purchasing Officer

### Delta Corporation - 2008 – 2013

* Monitored attainment towards procurement goals Communicated with suppliers for quotations Handled conflicts or questions on price and specifications.
* Processed change orders Prepare purchase orders and requests for quotes Consult, confer and meet with suppliers to obtain product information.
* Received deliveries of new equipment and ensured that all the supplies were in proper order - Stored the supplies and items received in theirs.
* Issued supplies as per the demand of the clients and maintain records of payments.
* Karunas Telecom selling the two-port, four-port, eight-port VOIP originating gateway.
* Roles &amp; Responsibilities Issue the Purchase order to a vendor as per the requirement Follow up with the supplier to get the material on time Regularly.
* This is Dummy Description data, Replace with job description relevant to your current role.

# EDUCATION

* BBA in Business Administration - (Strayer University - Richmond, VA)

# SKILLS

Catheterization, Insulin And Medication Administration.

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