

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 & 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.