**Purchasing Officer I**

ROBERT SMITH

Phone: (123) 456 78 99

Email: info@qwikresume.com Website: www.qwikresume.com LinkedIn: linkedin.com/qwikresume Address: 1737 Marshville Road,

Alabama

# Objective

To secure a Purchasing Officer position in a reputable facility where can continue to develop and enhance hands­on skills and knowledge.

# Skills

Microsoft Office, Logistics, Finance.

# Work Experience

## Purchasing Officer I

**ABC Corporation** ­ May 2006 – March 2010

* Responsible for purchasing all materials for the company as per the specifications.
* Monitored Cost Inflation &amp; suggest remedial measures.
* Prepared monthly procurement &amp; logistics report for Managements review.
* Liaised with suppliers &amp; customers for better business practices.
* Adhered to companys standards and requirements on logistics, procurement &amp; disposal procedures.
* Made arrangements for ordering &amp; dispatch of materials.
* Tracked &amp; Ensured delivery of materials to rightful destinations.

## Purchasing Officer

**Delta Corporation** ­ 2001 – 2006

* Responsible for the entire purchasing function for the Fort Worth Division of a Dallas based Corporation.
* The company caters to convenience stores in the Dallas/Ft. Worth Metroplex area.
* Managed a Million dollar plus inventory and generated regular purchase orders for over 150 direct vendors for over 5000 SKUs with an annual.
* Coordinated closely with the receiving officer to track all incoming shipment processes for error­proof receiving of daily merchandise included faxing, e­.
* Karunas Telecom selling the two­port, four­port, eight­port VOIP originating gateway.
* They are the dealer of CCTV product like IR CAMERA, HIGH SPEED DOME CAMERA, INDOOR CAMERAS, DVR and related hardware for surveillance.
* Roles &amp; Responsibilities Issue the Purchase order to vendor as per the requirement Follow up with supplier to get the material on time Regularly.

# Education

Diploma in Graduate ­ (Lynn English High School)