

Purchasing Officer I

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Objective

To secure a Purchasing Officer position in a reputable facility where can continue to develop and enhance hands-on 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 & suggest remedial measures.
- Prepared monthly procurement & logistics report for Managements review.
- Liaised with suppliers & customers for better business practices.
- Adhered to companys standards and requirements on logistics, procurement & disposal procedures.
- Made arrangements for ordering & dispatch of materials.
- Tracked & 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 error-proof receiving of daily merchandise included faxing, e-.
- Karunas Telecom selling the two-port, four-port, eight-port 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 & 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)