**SUMMARY**

Proven experience in supply chain management including national and international acquisition of supplies and service to assist energy or manufacturing company meet production and sales goals.

**CORE COMPETENCIES**

SAP, Oracle, Baan, Rapid.

**PROFESSIONAL EXPERIENCE**

# Purchasing Officer/Agent

## ABC Corporation ­ October 2009 – November 2014

**Key Deliverables:**

* Responsible for warehouse standards on development, storage (dry and cold), protocols of receivables, distribution, safety measures and procedures, costs, logistics, controls, and paperwork.
* Directed supervision of warehouse personnel and all processes (Interviewing, hiring, scheduling, training and dismissal process).
* Improved direct sales/cash flow sales on our on­site cafeterias and at customer installations adding a variety of attractive and affordable products.
* Responsible for the elaboration of the weekly menu to be prepared at the industrial kitchen and its distribution via email to our customers.
* Prepared monthly procurement &amp; logistics reports for managements review.
* Adhered to the companys standards and requirements on logistics, procurement &amp; disposal procedures.
* Responsible for purchasing all materials for the company as per the specifications.

# Purchasing Officer

## Delta Corporation ­ 2006 – 2009

**Key Deliverables:**

* Key Functions Scout for suppliers Accomplish and issue purchase orders Manage order delivery, pick up, and payment schedule.
* Organizing and purchasing equipment overseas with back up spares when required.
* Arranging maintenance of equipment with specified mechanics.
* Monitoring wear and tear on equipment on a daily basis.
* Providing maintenance budget and keeping excellent inventory on all equipment.
* Processed Purchase Requisitions; obtained quotations and negotiated for the best price and prompt delivery Conducted evaluation of price and product.
* Implemented procedures and controls to centralize purchasing, avoiding unnecessary expenditure.

**EDUCATION**

Education ­ (Miami Dade College)