

# ROBERT SMITH

## Purchasing Officer/Agent

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

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### 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 on-site 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 & logistics reports for managements review.
- Adhered to the companys standards and requirements on logistics, procurement & 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.

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- Implemented procedures and controls to centralize purchasing, avoiding unnecessary expenditure.

### EDUCATION

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Education - (Miami Dade College)

