

# ROBERT SMITH

## Purchasing Buyer

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Total of 25 years of experience working as a Purchasing Buyer. Highly skilled in planning, organizing and procuring merchandise. Solicitation of bids. Hands-on experience in coordinating and negotiating with suppliers to ensure the highest quality of products at the lowest price. Thorough understanding of quality and delivery protocols in compliance with requirements. Strong purchasing background with excellent communication. Recognized for driving results, managing multi-departmental performance, innovative thinking, and risk-taking. Skilled at leading multi-location teams and adapting to challenging and rapidly changing environments.

## EXPERIENCE

### Purchasing Buyer

#### ABC Corporation - SEPTEMBER 2004 - PRESENT

- Responding to customer and supplier inquiries about order status, changes or cancellations.
- Contacting suppliers to schedule or expedite deliveries and resolve shortages, missed or late deliveries, and other issues, review requisitions, orders to verify accuracy, terminology, and specifications.
- Preparing, maintaining and reviewing purchasing files, reports, and price list to compare prices, specifications, and delivery dates to determine the best bid among potential suppliers.
- Contacting the university and hospital departments regarding the requisitions and giving them updates about the orders and merchandise deliveries.
- Maintaining a good relationship with the customers and providing them excellent customer service.
- Collecting W-9 and ACH information from the new vendors to put on the database before approving them as vendors.
- Interacting and working closely with vendors to obtain desired products on time examine, select and purchase at the best price-merchandise consistent with quality, specification requirements and other factors.

### Senior Buyer

#### ABC Corporation - JUNE 1993 - AUGUST 2003

- Managed the availability of materials to achieve a high level of customer service while maintaining low inventory investment.
- Renegotiated tube supplier lot sizes for an annual cost savings of 10%.
- Negotiated and settled with suppliers regarding damage claims, rejections, losses, the return of materials over shipped or duplicate

and cancellation.

- Resolved match exception errors to ensure the accuracy of invoices and paying vendors on a timely basis.
- Worked closely with accounts payable to clear the match exception and match exception reports were created every day.
- Worked closely with the university and hospital departments for receiving reports.
- This is Dummy Description data, Replace with job description relevant to your current role.

## EDUCATION

- Master's in Economics - (Bhopal University - Bhopal, Madhya Pradesh) Bachelor's in Economics - (Kerala University) Associate Of Applied Science in Business Management - 2003 (Brown Mackie College - Cincinnati, OH)

## SKILLS

PeopleSoft, Microsoft Office, Purchasing And E-Procurement, Customer Experience Management, Effective Communication And Leadership Development