ROBERT SMITH

Procurement Associate

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SUMMARY

As a Procurement Associate, responsible for Performing quality control functions utilizing pre-defined criteria to assess and reviewing purchase request content.

CORE COMPETENCIES

Clerical, Data Entry, Customer Service, Management.

PROFESSIONAL EXPERIENCE

Procurement Associate

ABC Corporation - April 2015 – November 2015

Key Deliverables:

- Worked with other team members to assess business functional requirements and then designs and develop solutions in the SAP SD application to address those requirements.
- Involved in the development of various enhancement and new requirements based on the client requirement.
- Worked extensively on Master data Customer, Customer-Material info record, and Output conditions Extensive experience in configuring pricing procedures that include condition types, condition tables, condition records, access sequences, credit check.
- Defined and Assigned Shipping Groups, Loading Groups, and Rules for Shipping Point Determination.
- Worked on Pricing-Condition technique, Condition table, Access Sequence, Condition types, and Pricing procedure to determine prices and discounts.
- Worked extensively on Order-to-Cash, free goods, rush order, cash order, return the order, contract orders, schedule orders, intercompany Invoice Process.
- Configured and customized consignment stock process for the project scope including Consignment Fill Up, Issue, Returns, Pick Up Worked extensively on Variant Configuration.

Procurement Associate

Delta Corporation - 2010 – 2015

Key Deliverables:

- Initialize and execute allocation of warehouse inventory to retail locations.
- Support retail managers and staff with inventory management challenges.
- Acquire credit from vendors for all retail customer returns, recalled inventory, and expired inventory.
- Received in credit from August of 08 to August of 09.
- Ensures procurement of goods and services on campus Responsible for receiving food deliveries while checking for quality and freshness pertaining to.
- Responsible to perform cost analysis and provide with solutions for the cost-effective procurement of materials needed by the company.

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- Responsible for capital expenditure items such as fleet vehicles, spare parts, cold drink equipment.

EDUCATION

- GED

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