
Commodity Buyer Resume

Job Objective

To obtain the position of a Commodity Buyer in which I can enhance my skills and become a valued member of your team.

Highlights of Qualifications:

- Excellent experience in purchasing commodity for automotive industry
 - Sound knowledge of electronics and commodities
 - Profound knowledge of material management
 - Ability to prepare appropriate accounting reports
 - Ability to administer everyday activities for commodity buying
 - Proficient in E-Business Suite, Value Chain Planning software, ERP systems, MRP functionality, and Microsoft Office applications
 - Familiarity with Corporate and unit purchasing practices and procedures
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Professional Experience:

Commodity Buyer
Wurth Adams Nut & Bolt Co, Kingsport, TN
August 2012 – Present

Responsibilities:

- Developed comprehensive commodity strategies and reduced inventory costs.
- Reviewed supply chain and prepared cost structure for suppliers.
- Designed and monitored business agreements for buying process.
- Administered commodity buying activities and resolved various issues.
- Maintained subject matter expertise for products and components.
- Coordinated with operations manager and analysed impact of strategies on manufacturing process.

Commodity Buyer
Vicor Corporation, Kingsport, TN
May 2009 – July 2012

Responsibilities:

- Monitored obsolete and excess items present in the inventory.
 - Administered purchasing of production materials as per regulations.
 - Ensured optimal level of customer satisfaction for various strategies.
 - Analysed defective goods and identified root cause for defect.
 - Reviewed supplier deliveries and ensured optimal level of quality.
 - Coordinated with customers and ensured compliance to resale requirements.
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Education:

Bachelor's Degree in Materials Management
Coastal Bend College, Beeville, TX

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