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## Electrical Buyer Resume

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### Job Objective

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Seeking the job of an Electrical Buyer in an established firm.

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### Highlights of Qualifications:

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- Substantial experience in buying and purchasing of electrical products
  - Exceptional knowledge of MRP and IPMS systems
  - Remarkable knowledge of technology trends and market condition
  - Ability to provided assistance to procure electrical equipments
  - Ability to interpret electrical construction
  - Familiarity with procurement systems, electrical construction and mechanical products
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### Professional Experience:

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Electrical Buyer  
Rexnord Industries, LLC., Indianapolis, IN  
August 2012 – Present

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### Responsibilities:

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- Determined appropriate delivery schedule and analysed requirements.
- Developed appropriate sources for potential suppliers.
- Maintained professional relationships with supplier relationships.
- Analysed PPV systems and recommended ways to reduce production costs.
- Developed and implemented performance indexes for electrical buying process.
- Reviewed competitor activities and identified industry costs.

Electrical Buyer  
MTS Systems Corporation, Indianapolis, IN  
May 2009 – July 2012

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### Responsibilities:

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- Monitored sales processes and prepared response appropriately.
  - Coordinated with vendors and assisted in clarifications.
  - Prepared bid tabulation for various clarification meetings.
  - Developed purchase orders and administered shipments.
  - Coordinated with key suppliers and maintained professional relationships.
  - Participated in various meetings and trade exhibits.
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### Education:

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Bachelor's Degree in Business  
Lee University, Cleveland, TN

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