
IT Buyer Resume

Job Objective

To obtain the position of IT Buyer where I can enhance my skills and contribute to the growth and development of the company.

Highlights of Qualifications:

- Hands-on experience in performing purchases for IT department for appropriate hardware and software
 - Immense knowledge of telecommunication procurement processes
 - Excellent knowledge of contract laws and purchase processes
 - Ability to maintain compliance to buying process regulations
 - Ability to evaluate summaries and if required make corrections
 - Familiarity of contract methodology especially complex contracts
 - Wide knowledge of IT procurement and IT project management
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Professional Experience:

IT Buyer
Excelitas Technologies Corp., Oshtemo, MI
August 2012 – Present

Responsibilities:

- Evaluated purchase requisition materials and products for department requirements.
- Maintained accurate purchasing database and provided updates as per requirement.
- Developed and set up accounts for new customers and process accounts.
- Participated in commodity team meetings for region as per requirement.
- Placed order and activated electronics devices for employees.
- Evaluated phone bills and ensured accuracy of amount on monthly basis.

IT Buyer
DynCorp International LLC., Oshtemo, MI
May 2009 – July 2012

Responsibilities:

- Administered contacts and coordinated with internal customers for the same.
 - Provided assistance to suppliers and evaluated various contracts.
 - Reviewed every contract negotiation for multiple plants across various regions.
 - Provided support to purchasing functions and ensured achievement of business objectives.
 - Evaluated contract language and performed negotiation within existing contracts.
 - Monitored service level agreements and performed negotiation on terms and conditions if required.
 - Designed global strategies and monitored as per telecommunication requirements.
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Education:

Bachelor's Degree in Business
Concordia College, Moorhead, MN

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