
Materials Buyer Resume

Job Objective

To enhance my skills and further my career by filling the position of a Materials Buyer in well-established organization.

Highlights of Qualifications:

- Hands-on experience in monitoring various capital equipments within an automotive industry
 - Immense knowledge of enterprise resource planning tools
 - Excellent knowledge of productions items and appropriate procedures
 - Ability to monitor various technical processes for assigning commodity
 - Ability to develop and maintain professional relationships with suppliers
 - Familiarity of chemical processes and strategic sourcing
 - Strong MRP, scheduling, purchasing and organizational skills
 - Good understanding of materials management theory and practices
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Professional Experience:

Materials Buyer
Supply Technologies LLC, San Francisco, CA
August 2012 – Present

Responsibilities:

- Designed commodity strategy and implemented various productive activities for same.
- Coordinated and communicated on regular basis with suppliers and monitored factory requirements.
- Developed purchasing business processes and maintained record of same.
- Evaluated product requirements and ensured compliance to inventory regulations.
- Monitored inventory and resolved any inventory issues across departments.
- Maintained record of any issues in packaging standards from suppliers and provided appropriate resolution.

Materials Buyer
Fibertech, Inc, San Francisco, CA
May 2009 – July 2012

Responsibilities:

- Implemented various strategies for products to complete projects.
 - Evaluated activities within plants by participating in regional management reviews.
 - Monitored and provided resolve every issue related for local resources.
 - Maintained an effective supply base for commodity and materials.
 - Developed and maintained effective relationship with supply chain partners.
 - Provided constructive feedback to managers and peers.
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Education:

Bachelor's Degree in Purchasing
City College, Moore, OK

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