

PURCHASING ANALYST RESUME

Job Objective:

Purchasing Analyst position in a reputed firm.

Highlights of Qualifications:

- Profound knowledge of MRP demand planning and HACCP
- Sound knowledge of eProcurement processes
- Familiarity with OSHA safety rules, GMPs, HACCP and all food safety laws and regulations

Professional Experience:

Purchasing Analyst
Missouri Gas Energy, Seattle, WA
August 2005 – Present

- Audited, reconciled and improved inventory control system integrity.
- Reviewed and processed supplier competencies and analyzed market trends to redirect business accordingly.
- Performed and conducted analysis to anticipate and resolve potential problems.
- Prepared and placed orders from distribution centers and outside vendors.
- Worked effectively with vendors to expedite shipments and resolve shipping issues.

Purchasing Analyst
Latrobe Specialty Steel, Seattle, WA
May 2000 – July 2005

- Served as eProcurement administrator and maintained user database and monitored approval workflows.
- Coordinated supplier connectivity with eProcurement vendor.
- Identified metrics, tools and processes to optimize vendor management, sourcing and supplier innovation and efficiencies.
- Developed and maintained Purchasing and Supplier scorecards.

Education:

Bachelor's degree in Business Administration
University of Chicago, Chicago, IL

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