
Purchasing Executive Resume

Job Objective

Experienced Purchasing Executive seeking employment with reputable organization where my skills and training can be a positive contribution to company.

Highlights of Qualifications:

- Strong accomplished Purchase experience in engineering & industrial products
 - Good expertise in sourcing & purchasing of operational supplies
 - Broad knowledge of electrical components, relays, connectors, cable harnesses and control panels
 - Solid understanding of materials sourcing and purchase standard parts and raw materials planning activities
 - Proficient in Microsoft Office and ERP systems
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Professional Experience:

Purchasing Executive
The Whitlock Group, S Boston, MA
August 2007 – Present

- Monitored quantity and quality of goods received.
- Managed reports and documentation control.
- Negotiate price, terms and conditions with suppliers.
- Maintained and updated purchasing records.
- Prepared cost comparison of material pricing.
- Evaluated and implemented Vendor Development Program.

Purchasing Executive
LORD Corporation, S Boston, MA
May 2004- July 2007

- Managed procurement of electrical and mechanical commodity.
 - Coordinated projects to drive materials cost reduction.
 - Expedited and improved on time delivery by suppliers.
 - Managed supplier performance to achieve deliverables in key performance measures.
 - Resolved supplier quality issues.
 - Negotiated prices, terms and lead time reduction from suppliers.
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Education:

Bachelor's Degree in Business Administration
Alcorn State University, Alcorn State, MS

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