
Supply Chain Officer Resume

Job Objective

To enhance my skills as a Supply Chain Officer by joining forces with a growing establishment seeking qualified applicants.

Highlights of Qualifications:

- Exceptional knowledge of any supply chain management system
 - Sound knowledge of construction and maintenance contractors and material suppliers
 - Proficient in MS Office suite
 - Excellent communication and negotiation skills
 - Good Negotiation Skills
 - Great problem solving skills
 - Strong time management skills
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Professional Experience:

Supply Chain Officer
Huntsman, Freeman, MO
August 2005 – Present

- Reviewed the orders placed, stocks & new requirements.
- Ensured activities such as sub contracting orders, transfer posting
- Monitored Raw materials movements from external warehouse to plant.
- Monitored safety stock maintained in SAP.

Supply Chain Officer
Khadamat Facilities Management LLC, Freeman, MO
May 2000 – July 2005

- Compiled procurement requirements for materials and services and obtained prices from the market.
 - Initiated, coordinated and facilitated RFQ and Tendering process in accordance with company policies.
 - Negotiated with suppliers for optimum rates to procure quality materials.
 - Prepared purchase orders and followed up with vendors for quick and apt delivery of materials.
 - Prepared monthly suppliers' aging and reconcile creditors trail balance.
 - Reconciled supplier statements from time to time and resolve disputes.
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Education:

Bachelor's Degree in Supply Chain Management
Chaparral College, Tucson, AZ

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