# 最新采购专员英文简历表格大全

来源：网络 作者：空谷幽兰 更新时间：2024-01-02

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Name: Nationality: China (Mainland)

Current Place: Jiangmen Height/Weight: 163 cm　50 kg

Marital Status: married Age: 28 years

Career Objective

Application type: Jobseeker

Preferred job title: Purchasing: Purchasing Specialist 、 HR Director/Manager/ Supervisor: 、 President Assistant/General Manager Assistant:

Working life: 6 Title: No title

Job type: Full time Expected Start date: In two weeks

Expected salary: ￥5500～￥7999 Preferred working place: Jiangmen

Work experience

Company\"s name: \*\*\*\*CO., Limited Begin and end date: 20\_-09-20\_-07

Enterprise nature: Soly foreign funded enterprisesIndustry: FMCG(Food,Drink,Comestics)

Job Title: Purchasing Specialist

Job description: ● Work closely with PL Dept. to review material requirements, timely work out the procurement budget and plan, ensure timely and appropriate procurement, and so control the purchasing cost. Timely adjust the periodical plan of material usage.

● Familiar in using SAP, in charge of the signing and implementation of procurement contract, follow up the delivery and coordinate with the suppliers.

● Develop competitive suppliers, review suppliers’ performance, maintain effective communication with them.

● In charge of the payment and check the accounts with Financial Dept.

● Database management and Document filing.

Reasons for leaving:

Company\"s name: \*\*\*\*CO., Limited Begin and end date: 20\_-07-20\_-09

Enterprise nature: Sino-foreign joint venturesIndustry: Trade/Consumption/Manufacturing/Operation

Job Title: Personal Assistant of Directors

Job description: ● Budget Management

In charge of filing, summarization and renewal of Marketing Budget system and payment management; offer quarterly and yearly analysis and suggestions on Marketing budget;

● Secretarial Routine Work

Assist the Directors and the Sales GM to complete routine work (arrange schedule, manage files and

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