# 202\_年最新采购类英文简历模板

来源：网络 作者：逝水流年 更新时间：2024-01-11

*Name: Mr. sean Nationality: China (Mainland)　　Current Place: Guangzhou Height/Weight: 176 cm　75 kg　　Marital Status: Sing...*

Name: Mr. sean Nationality: China (Mainland)

　　Current Place: Guangzhou Height/Weight: 176 cm　75 kg

　　Marital Status: Single Age: 37 years

　　Career Objective

　　Application type:

　　Preferred job title: Purchasing Director/Manager/Supervisor: Purchasing Manager 、 Purchasing Director/Manager/Supervisor: Purchasing Supervisor 、 : Sourcing Engineer

　　Working life: 14 Title: No title

　　Job type: Full time Expected Start date: In a day

　　Expected salary: Preferred working place: Shenzhen Guangzhou Foshan

　　Work experience

　　Company\'s name: FOXCONN Mechanical Optical Electronics Business Group (Foshan Premier Technology Company)Begin and end date: 20\_-07-20\_-11

　　Enterprise nature: Share-holding enterprisesIndustry: Communication/Telecom/Network Equipment

　　Job Title: Sourcing Leader

　　Job description: -taking part in the development and price assement for new product

　　-cost analysis of new product, bargaining, Pricing, and identifying the suppliers

　　-responsible for the process of MP material

　　-assessment and leading-in for new suppliers

　　-assessment and directing for the daily suppliers

　　-dealing with the abnormal price and maintaining new price

　　-costdown each quarter

　　-follow up for purchasing contract , ROHS,and acknowledgment

　　-helping buyers to promote material supplying.

　　-handling mould, assessment production capacity, removing, rejecting and so on

　　Reasons for leaving:

　　Company\'s name: Guangdong Eternal Electric Holding LtdBegin and end date: 20\_-10-20\_-07

　　Enterprise nature: Share-holding enterprisesIndustry: Communication/Telecom/Network Equipment

　　Job Title: Purchasing Supervisor

　　Job description: -conducting company policy of zero cost and costdown, reducing press of purchasing and capital turnover

　　-collecting and analysing the trend of maket price of raw material

　　-attending related fair and collecting information file

　　-devolping,assessment and leading in new suppliers,drafting related cooperation contract

　　-proofing, bargaining and cost analysis for new and old material

　　-taking charge of qualified and alternative suppliers, and improving the supply chain

　　-yearly assessment and performance evaluation for suppliers, directing suppliers with QC department

　　- planing for purchasing and bid inviting, drafting related contracts

　　-conducting related items of ROHS material and buliding QC080000 system

　　-devolping OEM product and suppliers for meeting requirment of national maketing department

　　-preparing related certification files for new product

　　Reasons for leaving:

　　Company\'s name: Hongsheng Technology Puyong Optical Electronics Ltd..Begin and end date: 20\_-08-20\_-09

　　Enterprise nature: Share-holding enterprisesIndustry: Communication/Telecom/Network Equipment

　　Job Title: Logistics Supervisor

　　Job description: -responsible for whole logistics management ,planing for sourcing,production management,material controlling ,daily work of warehouse and making sure the smooth logistics and delivery

　　-coordinating material among head office of Taiwan ,subsidary of HK, factory of Mainland, responsible for storage, Receiving, dispatch or goods rejected and repairing ; planning stock count in the middle or end of year, and controlling effectively storage

　　-yearly assessment and performance evaluation for suppliers, maintaining relationship between suppliers, improving supply chain, and realizing zero souring

　　-making out plan of sourcing fund, checking and controlling daily expend of deparment

　　-assisting buyers to develop new supliers ,bargain,cost analysis and draft related contracts

　　-holding daily coordination meeting,helping production manager and material controller to communicate ,implementing the production plan smoothly

　　Reasons for leaving:

　　Company\'s name: Dongguan (D-Link)Net Electronic ManufactoryBegin and end date: 1998-08-20\_-07

　　Enterprise nature: Share-holding enterprisesIndustry: Computer/Internet/Communication/Electronics

　　Job Title: buyer

　　Job description: -purchasing electric material and Consumables

　　-follow up and coordinating goods delivery of suppliers

　　-developing and managing suppliers

　　-handling abnormal material

　　-proofing for new material and sample presentation

　　Reasons for leaving:

　　Educational Background

　　Name of School: Shanxi Financial Management College

　　Highest Degree: Associate Date of Graduation: 1998-07-01

　　Name of Major 1: Counting Computerization Name of Major 2:

　　Education experience:

　　Start date End date Education organization Majors Certificate Certificate No

　　20\_-03 20\_-03 business management consultative Ltd., Purchase cost

　　Language Ability

　　Foreign Language: English Level: good

　　Chinese level: perfect Cantonese Level: good

　　Relevant skills and abilities

　　- Good humor, but without losing steady, strong interpersonal communication and coordination skills, good at creating good interpersonal relationships inside and outside;

　　- Work actively, practical, sense of commitment, responsibility, creative, good team spirit;

　　- Evaluation of suppliers for many years experience, involve in different areas of manufacturing industry, be good at absorbing and utilizing the knowledge and experience of suppliers;

　　- Self-learning ability, continuous improvement, good at absorbing new technologies and knowledge, have strong adaptability for different companies and positions;

　　- Be rich in commercial negotiations and bargaining skills, cost consciousness, able to manage the supply chain and can purchase at the lowest reasonable price;

　　- Strong communication skills and writing skills, to develop the logistics management system and make related ISO files cooperation agreements, contracts;

　　- Good at promoting the implementation of ERP systems to integrate company logistics information, management system to ensure smooth implementation of production plans, lower inventory and improve material flow rate.

　　Self-recommendation letter

　　Logistics procurement management in 10 years, new supplier development, supplier site assessment, supplier management, bidding and purchasing co-ordination, cost analysis experience, negotiation skills and extensive bargaining ability; familiar with electronic

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