

Assistant Procurement Officer

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With an iconic experience in my Previous procurement practices during my course of studies, I want to recommend you for the role of your next Procurement officer through this job application. I tend to monitor the farm's supplier level using tracking software and understand the order and supply requirements. I am responsible for devising new procurement procedures.

Below is the highlight of my day-to-day job responsibilities to help you scale my job worthiness;

- Meet with the prospective suppliers.
- Perform a comparative analysis of the quotations.
- Negotiate over procurement price and conditions of the agreements.
- Track and shipment of the orders.
- Test the quality of the ordered products.
- Maintain the database and update it.
- Develop procurement reports.
- Carry out other responsibilities.

While Performing the above tasks, I have finely honed my substantial knowledge of the latest procurement development and better understand supply chain management software. I possess superior leadership and communication skills to manage the procurement development of your firm.

Thank you for taking out your time to review my job specific expertise. I have enclosed my resume and this letter to supplement more information about my academic and career background. I look forward to meeting you in person at your earlier convenience to discuss my job qualifications

Best Regards,

Osman Aiah Kamara