

**Objective:**

 Well-experienced Procurement Officer, a challenging position that commensurate with my qualifications in a dynamic company that offers growth and future advancement of employees including better renumeration.

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| **Name: Ruben**  |
| Email: ruben.102909@2freemail.com  |
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| **Educational Background:** |
| College: Bachelor of Commercial Science Major in AccountingUniversity: Jose Rizal UniversityPeriod Study: June 1998 – October 2001Vocational: Bachelor of Science in Marine EngineeringUniversity: Philippine Maritime InstitutePeriod Study: June 1991 – October 1993 |
| Secondary: Jose Fabella Memorial SchoolPeriod Study: June 1986 – April 1990   |
| Elementary : June 1980 – March 1986 Period Study: |

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| **Work Experience:**  |
| **Name of Company :** | Belhasa Six Construct LLC. |
| **Company Address :** | P.O Box # 13055 Al Quoz, Dubai U.A.E. |
| **Period of Working :** | December 14, 2011-Present |
| **Designation :** | Purchaser |
| **Job Description : (Step by step)**  |
| * Receives requisitions being requested by Workshop Department for heavy equipments/vehicles spare parts and electrical items being requested by other UAE Sites.
* Source-outs suppliers from accredited list in canvassing of Workshop Department requisitions for equipment/vehicle spare parts and electrical items being requested by other UAE Sites.
* Processes Local Purchase Orders for equipments/vehicles spare parts being requested by Workshop Department and electrical items being requested by other UAE Sites.
* Seeks qualified suppliers (local) that offers longer credit terms, lower price, competitive and responsive to costumers demand.
* Prepares Bid Analysis Reports against requisitions for the materials will be cost to AED10,000/- and above being requested by the Workshop Department and other UAE Sites.
* Generates Local Purchase Orders being requested by the Workshop Department and other UAE Sites.
* Monitors and follow up all deliveries from suppliers upon confirmation of LPO receipts.
* Properly coordinates to the person in-charge in main store about the Supply Receiving Voucher (SRV) for all delivered materials in order to posting in the store system.
* Monitors and expedites all local purchase orders from suppliers for all materials and services being requested by all departments in order to meet the required delivery time.
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| **Work Experience:**  |
| **Name of Company :** | Archirodon Construction (Overseas) Co.  |
| **Company Address :** | P.O Box # 2976 Ras Al Khaimah, U.A.E. |
| **Period of Working :** | February 18, 2009- November 04, 2011 |
| **Designation :** | Procurement Officer |
| **Job Description : (Step by step)**  |
| * Receives Local Purchase Orders Forms being requested by Diving Department for all diving equipments/diving consumables and foodstuffs/furniture items being requested by Facilities Department.
* Source-outs suppliers from accredited list in canvassing of Diving Department requisitions for all diving equipments/diving consumables and foodstuffs/furniture items being requested by Facilities Department.
* Processes Local Purchase Orders of Diving Department requisitions for all diving equipments/diving consumables and foodstuffs/furniture items being requested by Facilities Department.
* Seeks qualified (local) supplier that offers longer credit terms, lower price, competitive and responsive to costumers demand.
* Source-outs suppliers in the local market for rental of heavy/industrial equipments, buses for transportation of the personnel being requested by Workshop Dept.
* Responsible in the price control for counterchecks all company disbursements as to cash purchases and account payables before the final posting by Accounts Dept.
* Responsible in canvassing for the brand new vehicle requirements in the local market suppliers being requested by Regional Office.
* Prepares comparative statement reports for rental of heavy/industrial equipments, buses for transportation of the sites personnel and brand new vehicle being requested by Regional Office.
* Prepares and processes correspondence for foreign orders being requested by Workshop Department and Project Sites.
* Monitors import shipments though tracking movement of the airline and shipping lines website.
* Prepares and processes order confirmation for rental of heavy/industrial equipments for mobilization and demobilization from the project sites and buses for transportation of sites personnel.
* Procures brand new vehicle from the local market being requested by Regional Office.
* Keeps records and maintains filing system for all materials and services related to the Projects.
* Strictly monitors the movement of all sites orders for materials and services up to project sites.
* Prepares export invoice against waybill for the materials requested by the overseas project sites.
* Properly coordinates to the clearing agent the overseas shipment (sea or air freight) status of materials or spare parts.
* Coordinates project sites by sending air waybill / bill of lading through e-mail or post mail regarding status of shipments.
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| **Work Experience:**  |
| **Name of Company :** | Hapco Group FZCO |
| **Company Address :** | Jebel Ali Free Zone, Dubai, U.A.E |
| **Period of Working :** | August 12, 2007-November 01, 2008 |
| **Designation :** | Public Relation Officer-Customs Clearance |
| **Job Description : (Step by step)** |
| * Makes Bill of Entries using online *dubaitrade eMirsal System* for imports, exports and D.O shipment.
* Monitors and files standing guarantee reimbursement from Dubai custom from export shipment.
* Makes/prepares necessary documents required by Jebel Ali Free Port Customs for exports shipment.(Bill Entry, Exit and Entry Certificate, Delivery Advice, Standing Guarantee and must be attached to sales invoice, delivery notes and company trade license)
* Makes/prepares necessary documents required by Jebel Ali Free Port Customs for Imports Shipment.( Bill Entry, Delivery Advice, Credit Slip and must be attached to Sales Invoice, Delivery Notes and Company Trade Licenses)
* Pays and files custom duties and other monetary obligations for Imports, exports D.O shipment to Jebel Ali Free Port Custom.
* Negotiates/settles any documentary irregularities to be shipped whether in-coming or out-going Jebel Ali Free Zone.
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| **Work Experience:**  |
| **Name of Company :** | Hapco Group FZCO |
| **Company Address :** | Jebel Ali Free Zone, Dubai, U.A.E |
| **Period of Working :** | June 08, 2007-August 11, 2007 |
| **Designation :** | Parts Store Clerk |
| **Job Description : (Step by step)**  |
| * Picks Spare Parts from its assigned location ordered by the customers**.**
* Assists in making Packing List ordered by the customers.
* Counter checks all finished packing list(s) for delivery to the customer.
* Bins and locates Spare Parts to its assigned location made fromirregularities,wrong order, or cancelled order by customers whether in coming or out-going Jebel Ali Free Zone.
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| **Work Experience:**  |
| **Name of Company :** | Toyota Pasong Tamo, Inc. |
| **Company Address :** | 2292 Pasong Tamo Extention, Makati City |
| **Period of Working :** | March 11, 2003 – June 04, 2007 |
| **Designation :** | Finance and Accounting Assistant |
| **Job Description : (Step by step)** |
| * Conducts a daily cash count at the Cashier’s Office with regards to the daily sales balances.
* Monitors and audits Petty Cash with regards to the daily balances
* Monitors and audits Toyota Pasong Tamo Cooperative with regards to the progress of their stocks and sales.
* Prepares Vehicle Sales Invoice and Vehicle Delivery note for all types of Toyota units in the absence of the Invoicing Clerk.
* Updates and encodes Accounting Books (Parts Cash Receipt and Sales Book, Vehicle Cash Receipt and Sales Book)
* Performs Bookkeeping
* Prepares report of tax exemption for Vehicle Sales Department.
* Checks and balances daily stock taking at the Spare Parts Warehouse, Accessories Warehouse and Service Supplies.
* Reconciles Account Receivables from customers in particular past due accounts.
* Collects unsettled accounts in the absence of the collector.
* Handles the negotiation and purchasing of orders from suppliers for TPT cooperative.
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| **Work Experience:**  |
| **Name of Company :** | Toyota Shaw-Ortigas |
| **Company Address :** | 124 E.Rodriguez Jr. Ave.Bo.Ugong, Pasig City |
| **Period of Working :** | December 30, 1998 – March 10, 2003 |
| **Designation :** | Administrative Assistant |
| **Job Description : (Step by step)** |
| * Submits proposals in particular job plans to the President for facilities improvement.
* Monitors the records and performance of all company equipments and fixtures.
* Administers and negotiates all job plans subject for repair and building improvement to Contractors.
* Supervises the implementation of the company’s policy.
* Conducts cost saving measures of all company’s basic consumption .as to water, electricity, telephone and mobile phone usage and maintenance.
* Handles and manages the performance of the Security, Janitorial, Telephone operator, and Building maintenance personnel.
* Prepares and submits report on all job status requested by all departments every 2nd day of the week directly to the President.
* Prepares Annual Budget report for building improvement and administrative personnel benefits.
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| **Work Experience:**  |
| **Name of Company :** | Toyota Shaw, Inc. |
| **Company Address :** | 411 Shaw Boulevard, Mandaluyong City |
| **Period of Working :** | November 20, 1995 – December, 1998 |
| **Designation :** | Parts Stock Clerk/Warehouseman |
| **Job Description : (Step by step)**  |
|  * Receives and handles parts delivered coming from Toyota Motor Philippines and other suppliers ( Service orders, Counter orders, and Warehouse stocks)
* Sorts and segregates parts according to the type of orders (Service order, Counter order, and Warehouse stock)
* Writes assigned locations for each description which are ready for binning to avoid Parts missing.
* Reconciles daily transactions, issued invoice against computer quantity.-Toyota Operation Parts Procedures System.
* Countersigns Parts Requisition Slip for Parts barrowing and Sales Invoice for Cash Sales or Purchase Order transactions at the counter, ordered by the customers.
* Bins all new delivered Parts coming from Toyota Motor Philippines to its assigned

 locations using Stock Master List in Toyota Operating Parts Procedure Systems.* Checks and verifies availabilities of Spare Parts from Toyota Operating Parts Procedure Systems being request by the Parts Salesman.
* Picks Spare Parts from its assigned locations requested by the Parts Salesman.
* Files all Parts documents that will be used for future references or records.
* In-charge and handles projects for Warehouse improvement with regards to operations and facilities.
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| **Personal Data:** |
| Date of Birth :  |
| Place of Birth : Malaguinabot Burauen, Leyte |
| Age : 40  |
| Height : 5’4”  |
| Weight : 140 lbs |
| Sex : Male  |
| Citizenship : Filipino  |
| Religion : Roman Catholic  |
| Civil Status : Married  |
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| Occupation : None |
| Mother’s Name : Casimera Encarnacion Roa  |
| Occupation : Deceased  |
| Language Spoken : English and Tagalog  |

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| **Tools and Equipment** | **Details** |
| * **Computer ( Desk top, Lap Top)**
* **Typewriter**
* **Hydraulic Fork Lift ( Small )**
* **Light Vehicle**
 | **Ms Office, as to Word, Excel, Power Point, email** **Typing skill good****Driving skill good****Without license, Have been finished 20 days lesson in Dubai, U.A.E.** |

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| **Training / Seminar Attended** |
| * **1st Physical Distribution Seminar**
* **Team Building**
* **Customer Satisfaction Seminar**
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| **Other Skills** |
| * **Car Driving**
* **Book Keeping**
* **Auditing**
* **Storage Handling/Storekeeping**
* **Administrative/ Logistic Operation**
* **Fork Lift Driving**
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