**EMILY**

Email address: [**Emily.150164@2freemail.com**](mailto:Emily.150164@2freemail.com)

**Career objective:**

To be part of the growth of a progressive organization where my skills and expertise can contribute and where I can gain more experience to add to my professional growth

**CAREER HISTORY**

November 2014 – November 2016 **Adamallys LLC, Dubai, UAE**

**Purchasing Coordinator cum Admin, Purchasing Department**

* Supervise data in preparing quotations.
* Collect purchase orders and purchase requisitions from different vessel to order materials, goods and supplies.
* Communicate with production manager to determine purchasing needs
* Contact each supplier and take information regarding price, availability and quality of products
* Make purchase orders and have them signed from production manager and send copies to suppliers and departments originating the request.
* Check shipments to ensure quality and quantity of purchased items
* Monitor all purchase requisitions and handle adjustments with suppliers
* Handle limited inventory management activities
* Ensure that the right amount of materials is delivered to the production pallet at the right time
* Prepare, maintain, and review purchasing files, reports and price lists.
* Interact with the suppliers on a day to day basis.
* Preparing delivery notes and send copy to a responsible department.
* Coordinates with agents regarding vessel’s ETA (Estimated Time of Arrival) for delivery on time.
* Deal with non-supplied, under orders, over orders and damaged goods.
* Ensure that any invoices are sent to accounts for payment.
* Undertake all word processing that is required
* Maintains the files and organizes all outgoing documents including preparation of various forms, sorting, retrieving of all relevant data from softcopy & hardcopy, copying and scanning documents.

December – February 2014 **PRIME MANPOWER, Philippines**

**On-the-job Training, Human Resource Department**

* Process, verify, and maintain documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations, and classifications.
* Record data for each employee, including such information as addresses, weekly earnings, absences.
* Examine employee files to answer inquiries and provide information for personnel actions.
* Gather personnel records from other departments and/or employees.
* Search employee files in order to obtain information for authorized persons and organizations, such as credit bureaus and finance companies.
* Interview job applicants to obtain and verify information used to screen and evaluate them.
* Compile and prepare reports and documents pertaining to personnel activities.
* Select applicants meeting specified job requirements and refer them to hiring personnel.

November 2011 to May 2013 **Polytechnic University of the Philippines**

**Student Administrative Assistant**

* Help the Administrative Assistant in answering the phones and greeting visitors to our office.
* Assist staff and students by providing accurate information regarding enrolment.
* Use a computer to type letters, develop forms and develop publications
* Enter data into the computer related to enrolment.
* Perform varied clerical duties such as filing, copying, running errands, answering the telephone and assisting students
* Prepare signs, posters, and mailings and assist with other tasks and projects as assigned
* Assist the Administrative Assistant with the prompt processing and distribution of assignment letters
* Complete time sheets promptly, accurately, and submit them by the deadlines specified
* Complete all tasks assigned in an accurate, prompt and thorough manner
* Respond appropriately to questions, requests, and concerns of students and staff.
* Be receptive and sensitive to residents and visitors when approached for assistance
* Refer problems or potential problems to a supervisor
* Provide accurate information to students and visitors concerning University
* Keep supervisor fully informed of any events or conditions that might affect students, staff, or visitors.
* Serve as a communication link between students, staff, and visitors.

**PERSONAL INFORMATION**

Nationality: Filipino

Marital Status: Single

Language: Filipino, English

Availability to join: Immediately

**EDUCATION**

2010-2014 Polytechnic University of the Philippines

Bachelor of Science in Business Administration; Major in Human Resource Development Management

**OTHER SKILLS**

Computer Literate, with proficiency in MS Office programs such as Word, Excel, PowerPoint. Knowledge and Understanding in internet related Technologies.