|  |
| --- |
| **EDUCATIONAL QUALIFICATION**  **Bachelor of Science in Business Administration (Financial Management)** - March 2000  University of La Salette (Graduate)  Philippines  **JOB OBJECTIVE:**  “ To secure a challenging position in  the field of Procurement,  Purchasing & Administration  within a progressive reputed  organization that facilitates  professional growth and utilizes my  qualifications and experiences,  while embracing new methodologies  & strategies to remain competitive  & useful in the market” |

**JOB EXPERIENCES:**

**Tornado Group of Companies**

UAE

**Procurement/Logistics**

October 2014- Present

**Duties:**

- Independently and totally responsible to arrange and procure

all project related tools machinery, material, equipment and services

- Inventory and Warehouse Coordination

- Negotiate the terms of purchase, price, delivery terms, time of

delivery, packaging, mode of transport, freight cost, loading/unloading

arrangements and credit terms to the benefit of the company and to

include in the lists of approved materials supplier

- Maintain a list of preferred suppliers in accordance with company

Procedures

- Prepares comparative analysis for purchases and provide

recommendations to the management for the approval.

- Tendering/BOQ Processing  
- Arrange logistics for pick up from local suppliers and daily site

transportation to employees.  
- Provide purchasing clerical functions which include; sending material

inquiries, preparing delivery notes, purchase orders, data entry,

coordinate with material suppliers;

- Search and develop additional suppliers as required  
- Arrange heavy equipment’s and transportation as per site/projects

requirements.

- Administer policies, procedures and methods by which the company’s

supplier base is managed & reviewed periodically to insure the timely

availability of materials and purchased end items consistent with

quality and cost parameters  
- Ensure quality checking process occurs as part of purchase process  
- Prepare landed cost information (for international supplier)  
- Prepare LPO and IPO; Perform data entry for converting departmental

requisitions to purchase orders.

- Follow LPO and IPO. Coordinate with suppliers to ensure on-time

delivery of materials/services.

- Arranges for the delivery, unloading and storing of the materials on site.  
- Ensure effective logistics utilization and coordination with a view to

minimize Driver overtime and associated expenses (fuel etc)   
- Maintain files in accordance with company policy ensuring all

documentation is safely held   
- Handling and monitoring of claims for defectives, shortage, missing

parts etc.  
- Coordinate and develop customs clearance process where required  
- Liaise with Account Department for processing payment on agreed

credit terms, invoice and related matters.

|  |
| --- |
| **PERSONAL SKILLS**  \*Exceptionally strong writing and verbal  communication skills in English  \* Procurement, Purchasing & Inventory  Control/Warehousing  \* Technical knowledge  \* Tendering/BOQ  \* SAP/ ERP  \* Customer Care & Managing Logistic  Operations  \* Key Client Account Management  \* Computer Skills Ms Office Visio & Ms  Project  \*Strong Interpersonal, Administrative,  Accounting, Computer, Organizational  and negotiation skills, with proven  ability to make critical decisions  independently  \*Ability to work closely and  Cooperatively with internal and  external associates  \*Ability to work in a consultative and  collaborative manner  \*Self-starter, flexible and multi-tasked  with good time management skills  \*Contract Management  **PERSONAL BACKGROUND**  Nationality : Filipino  Birthday : Nov. 26, 1980  Civil Status : Single  Religion : Catholic  Height : 5’6 ½  Weight : 60 kg |

**Robinsons Land Corporation**

Philippines

**Operations Supervisor**

August 2013- August 2014

**Duties:**

- Supervise, co-ordinate and schedule the activities of staff/Tenants

who prepare, portion and serve food & monitor over-all cleanliness of

the Mall Operations  
- Planning & Forecasting  
- Coordinate with MARCOMM DEPT. for events & set-up  
- Train staff in job duties, and sanitation and safety procedure  
- Ensure that food and service meet quality control standard  
- Facilitate quality assurance inspection of all tenants   
- Preparation and submission of monthly sales report of all suppliers  
- Creating Master billing account, tenants payment of penalties for House

rules violations & orders thru SAP  
- Evaluate employees work performance  
- Monitoring & inventory of mall operations stock & supplies  
- Facilitate meetings with the suppliers, tenants & subordinate  
- May participate in the selection & orientation of food service staff and

assist in the development of policies, procedures and budgets  
- Answer staff/Tenants/Suppliers/Clients queries  
- Monitor attendance  
- Issue Memos, Circulars, Letters to staff & tenants  
- Cost Control Functions  
- Inventory Control  
- Manpower budgeting

**Beauty Leaders LLC**

Tourist Club Area, UAE

**Logistics/Purchasing**

May 2011- July 2013

**Duties:**

* Sole management of material throughout supply chain
* Logistics’ and coordination of materials from suppliers in

EU/USA to clients in GC

* Negotiations & long term contracts
* Getting licenses for storages etc.ie liaising with ministry for

Imports/export processing

* Maintaining and Updating Vendor Master list.
* Follow up with vendors for Delivery
* Purchase Orders and Other Documents (Quotation, PO, Indent
* ERP -Data Analysis
* Selecting the best offer considering various aspects such as vendors capacity, quality delivery (purchase order requisition) followed by purchase dept inviting quotation from suppliers and selecting the best offer considering various aspects such as vendors capacity, quality, delivery schedule, price and other factors
* Purchase orders are released against requisitions and material is delivered on specified date and location by the vendors
* Tracking and updating the shipment status from the forwarder
* Securing the best freight charges from different forwarders and nominating the forwarder who is fit to handle the shipment
* Administrative task
* Cost Control Functions

- Inventory Control

**Atlas Telecommunication (Properties and Investment Department)**

UAE

**Administrative Assistant**

January 2008- May 31, 2011

**Duties:**

- Providing administrative support to P&I Department Director, as well as facilitating the smooth running

of all correspondences received at all time

- Coordinating with the Account Department for follow-up of projects pending payments

- Ensure that the financial project payment ledger is updated at all time

- Ensure that enquiries and inbound calls and email are responded to and addressed promptly

- Responsible for all incoming and outgoing faxes, emails and correspondence pertaining to enquiries and

services.

- Ensure quality control of all internal and external documents

- Arranging and informing meeting schedules of the Director

- Directly report to the Department Director concerning all the documents, (incoming / outgoing) and most

especially with sensitive / confidential ones such as Contract Documents and others.

- Dealing with the Contract Department, Accounting Department, Procurement and Purchasing Department

and Operation Department concerning all related documents needed.

- Keep and organized records / documents of contracts, subcontractors’ agreements, construction drawings

and specifications, Building permits and licenses, purchase orders, tender and bid documents and project

revisions and change orders and project valuation / billing documents.

- Prepares Inter Office Memo for the handing over of all the relevant documents/ drawings to the project

team after the project has been awarded to the company/contractor/consultant.

- Responsible on the reproductions of drawings, technical specifications, contracts and others

- Responsible for the circulation of all incoming and outgoing correspondence received from Clients,

Consultants, Subcontractors and the like.

- Responsible in the transmittal of Local Purchase Order (LPO), Enquiries for Quotations, other operation

documents such as request letter, minutes of meetings, valuation / billings ..etc. to the concern authority

(by hand carry, by fax and by e mail).

- Coordinates with Subcontractors regarding supplies and services.

- Prepares and scan all documents in order to publish an electronic version of all documents physically filed,

on a shared company directory and made available to all project team members.

**Hilton Hotel – Abu Dhabi National Hotel (F&B Department Department)**

UAE

July 2005- December, 2007



**Gulfjobseeker.com CV No:** **1465530**