

**MA. CECILIA**

**Email :** **ma.cecilia.244464@2freemail.com**

**CAREER OBJECTIVE**

Seeking responsible position in accordance with my professional experience, qualification and skills achieved over the years and to work in a pro-active organization where I can utilize my expertise for the growth of the organization and which offers me a scope for professional achievements and better prospects.

**SUMMARY**

* 7 years’ up to present experience in **PURCHASING** in UAE with reputed organizations.
* Well versed in MS Office Applications.
* Knowledge of warehouse management system and have five years’ work experience in **SAP MODULES.**
* With system experience in **Microsoft Dynamic GP 2013**
* Good negotiation skills.
* Maintaining & developing excellent local customer relationships.
* Excellent self – correspondence, multitasking & communication skills.
* Good knowledge of inventory / order processing database systems and data transfer processes for smooth circulation via e-mail.
* Ability to quickly understand products and services offered by the company.
* Proven track record for problem solving and identifying appropriate solutions.
* An ability to think commercially & work on own initiative.
* Result Oriented & focused to perform in complex situations.
* Capable of working in both cold store & dry store

**EMPLOYMENT BACKGROUND**

**GALADARI EDAM INTERNATIONAL FOODS LLC. (EMIRATES MEAT)**

**Date :** November 9, 2015 – Present

**Position :** Purchase In charge

**Place :** Jebel Ali, Dubai – U.A.E (Free zone)

**Duties and Responsibilities**

* Build and maintain good relationships with new and existing suppliers.
* Negotiate and agree contracts.
* Keep a constant check on stock levels.
* Resolve all purchase issues and coordinate with accounts payable department to process all invoices.
* Design all purchase orders for all stock and non-stock items and ensure timely delivery of all products and administer all vendor performance and facilitate corrective actions as required.
* Analyze all vendor invoices and evaluate it with all quantity received and manage inventory of all items and recommend elimination of all out of stocks and develop all purchase orders and assign appropriate purchase order for same.
* Coordinates with the Client if there is any changes in specifications, change in the prices, terms and non- availability of stocks.
* Maintain records of all purchase order and associate documents for all processes and maintain knowledge on all open order and its status and manage all calls for purchasing and delivery schedule.
* Monitor all rates of production on everyday basis and coordinate with supplier and production unit to introduce new projects and ensure achieve of all support service objectives to facilitate sales and develop appropriate sourcing strategy.
* Analyze all capacity associate issues and resolve same for all special projects and review all vendor quotations with help of purchasing techniques and organize all procurement activities.
* Attend meetings and trade conferences.
* Performs other task or function within scope of responsibilities upon instructions by the immediate superior.

**SPINNEYS DUBAI LLC.**

**Date :** August 2010 – August 15, 2015

**Position :** Purchase Assistant

**Place :** Land 3, Al Quoz Spinneys Warehouse, Dubai UAE

**Duties and Responsibilities**

* Canvases prices from reliable suppliers, request quotation for price comparison and obtains other relevant information in the supplier such as availability of stocks, delivery date, product quality and other vital information pertinent to the product.
* Provides immediate notice to suppliers in case there is a cancellation of order.
* Coordinates with the Client if there is any changes in specifications, change in the prices, terms and non- availability of stocks.
* Order processing and invoicing.
* Monitor all supplier performance and ensure timely delivery of all products and maintain accuracy in all vendor data in inventory control module and perform various purchasing activities and prepare all purchase orders and evaluate accuracy in same
* Manage all communication with all vendors and track all orders and resolve any issues on same and assist to obtain all raw materials and prepare required request orders and analyze all samples and ensure purchase of all raw materials within required timeframe
* Monitor all inventory level and determine appropriate delivery dates of all products and forecast all order requirements and maintain records of all activities and resolve all delivery issues and prepare all products for shipments.
* Monitor all purchase orders and maintain regular follow up with all suppliers and customers and coordinate with vendors and place requests for all prices and monitor all bidding activities and recommend efficient source for corporate staff.
* Handling more than 50000 varieties of FMCG PRODUCTS
* Performs other task or function within scope of responsibilities upon instructions by the immediate superior.

**VISASTAR INTERNATIONAL SERVICE ASSISTANCE**

**Date :** September 24, 2009 – July 2010

**Position :** Receptionist; Marketing and Processing

**Place :** 6793 Vicente Madrigal Building, Ayala Avenue, Makati City, PHILIPPINES

**Duties and Responsibilities**

* Answer telephone calls (incoming or outgoing)
* Greet visitor’s ascertain nature of business and direct visitor’s to employer or appropriate person.
* Prepare routine correspondence and compile data, statistics and other information.
* File the documents to the Embassy to get the file number of the client
* Responsible for keeping and maintaining company records
* Encode data needed for the application.
* Open and distribute incoming mail and other material and co-ordinate the flow of information internally and with other departments and organizations.
* Responsible for identifying and soliciting qualified clients and to pursue to engage services with the company.
* Discuss the benefits of clients in engaging business with the company.
* Develop marketing strategies in order to maximize the optimum use of resources in attaining objectives.
* Prepare marketing report to update the management regarding the operations of the department.
* Meet quotas and goals to improve and boost sales volume.
* Schedule and coordinates Consultants who conduct seminars.

**JCARL Enterprises**

**Date :** October 2008 – July 2009

**Position :** Secretary

**Place :** Fort Bonifacio, Taguig City, PHILIPPINES

**Duties and Responsibilities**

* Clerical Works
* Prepare payroll and maintaining company records.
* Answer telephone inquiries and relay telephone calls.
* Type correspondence, reports, minutes, invoices and related material from shorthand, machine dictation and handwritten copy using a computer, word processor or typewriter.
* Take shorthand and record and prepare minutes of meetings.

**Amalgamated Motors Phils Inc.**

**Land Transportation Office (LTO)**

**Date :** Sept. 6, 2007 – July 15, 2008

**Position :** Data Entry Clerk

**Place :** LTO Comp. East Avenue, Diliman Quezon City, PHILIPPINES

**Duties and Responsibilities**

* Encode data needed for the application.
* Responsible for keeping and maintaining company records
* Prepare documentation and particulars for client given by the sales executive and agent
* Verify accuracy and completeness of data.
* Receive and register invoices, forms, records and other documents for data capture.
* Identify, label and store USB, disks and tapes.
* Type at keyboard and data entry consoles to input source data onto USB, diskettes and tapes.

**Giusseppe Bar Y Restaurante**

**Date :** December 2006 – May 2007

**Position :** Dining Staff

**Place :** Lucena City, PHILIPPINES

**Duties and Responsibilities**

* Greet and assist the guest, present menus, make recommendations and answer questions regarding food and beverages.
* Take orders and relay to kitchen and bar staff.
* Responsible in arranging table setup.
* Serve the food with proper timing and presentation.
* Present bill to guest and accept payment.
* Maintain the restaurant standard at all times.

**Buddy’s Restaurant**

**Date :** September – November 2006

**Position :** Food Handler and Cashier

**Place :** Lucena City

**Duties and Responsibilities**

* Establish and identify price of goods, services or admission and tabulate bill using calculator and cash register.
* Receive payment by cash or credit card.
* Responsible in receiving cash and giving receipts to the customer.
* Wrap or place food order in bags.
* Provide information to customers.
* Assist the customer to their needs
* Responsible in the food presentation and standard before serving to the guest.
* Calculate total payments received at the end of work shift and reconcile with total sales.
* Perform other duties that may be assigned at any given time

**Prosway Industries Inc.**

**Date :** July- September 2006

**Position :** Project Secretary

**Project :** FRC Grand Inn, Lucena City, PHILIPPINES

**Duties and Responsibilities**

* Perform all secretarial and administrative duties to the standards required to ensure the smooth operation of all activities.
* Handle incoming mail, faxes and emails.
* Correspond independently with internal / external clients.
* File documents of assigned projects
* Prepare work schedules and payrolls.

**SKILLS**

* Microsoft Excel , Microsoft word
* Windows XP
* Internet and its applications

**HIGHEST EDUCATIONAL ATTAINMENT**

COLLEGE : **Bachelor of Science in Hotel and Restaurant Management**

 St. Anne College Lucena Inc., Lucena City, Philippines

 Graduated – 2006

**SEMINARS AND TRAINING ATTENDED**

* Hotel Practicum : Mandarin Oriental Hotel

Date and Place : Aug. – Oct. 2005 – Makati City, PHILIPPINES

Area of Activity : Engineering Department and Food and Beverage Office

* On the Job Training : Casa Armas Tapa’s Bar Y Restaurante

Date and Place : Dec. 2003- Feb. 2004 – Podium Mall, Ortigas, PHILIPPINES

Area of Activity : Front of the House

Position : Receptionist and Waitress

Duties & Responsibilities: Served bread and butter, setting of tables and other furnishings.

* In – House Practicum : St. Anne College

 Date and Place : Feb. 2003 – Lucena City, PHILIPPINES

 Area of Activity : Back of the House

 Position : Chef

 Duties & Responsibilities: To get customer’s satisfaction preparation of good foods

* *“Recruitment and Hiring Seminar”*

Jan. 24, 2006 St. Anne College, Lucena City Inc. PHILIPPINES

* *“How to Start and Operate a Successful Travel Agency”*

May 24, 2005 Apple & Peach Restaurant, Red-V Lucena City, PHILIPPINES

* *“Recruitment and Hiring in Hotel and Restaurant Business”*

March 7, 2005 Queen Margarette Hotel, Lucena City, PHILIPPINES

**PERSONAL BACKGROUND**

Birth Date : October 25, 1980

Birth Place : San Juan Batangas, Philippines

Civil Status : Married

Nationality : Filipino

Height : 5’3”

Weight : 120Llbs

Language Spoken : Tagalog and English

 **REFERENCES AVAILABLE UPON REQUEST** 