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**Career Objective:**

 Seeking for a challenging role in a reputable and high growth company with substantial opportunities to utilize and enhance my academic knowledge and work experience.

**Qualifications:**

* College Degree in Bachelor of Science in Industrial Engineering
* Certified International Supply Chain Professional (CISCP) from International Purchase & Supply Chain Management Institute (IPSCMI), USA
* Certified Logistics & Supply Chain Management Professional from Blue Ocean Academy, Dubai
* Five (5) years of work experience: 4 yrs. in Philippines & 1 yr. in UAE
* Knowledgeable in Business Process Mapping, Operational Audit, Six Sigma Methods, and Lease Contract Preparation
* Ability to recognize the need for process/document improvement
* Excellent computer skills in MS Office (Excel, Word, Visio, Powerpoint, and Outlook)
* Basic background on ERP’s such as SAP and PALM

**Work Experience:**

 **Secretary – Maintenance Section** (April, 2014 to Present)

 Logistics Division, **National Trading & Developing Est.**

 UAE

 Responsibilities:

* Coordinates all maintenance issues from requestors to our maintenance team for immediate resolution/action
* Arranges work permit for works to be done in retail shops, to strictly avoid unpermitted work
* Prepares Method Statement and Risk Assessment as required by Mall Management
* Prepares report on completed and outstanding maintenance work
* Generates Job Card in PALM system for all maintenance works, to record the type of work done, materials used, and its cost
* Prepares response report for works completed against the audit report provided by mall management to avoid any penalties
* Prepares quotation for renovation and furniture works in all retail shops, offices, and warehouses, which are done by our maintenance team
* Prepares Completion Certificate for completed renovation/furniture work, which also includes total expense of the said work
* Prepares comparison report for the quotations/proposals provided by contractors/consultants for our projects
* Prepares contract for fit-out works in our retail shops, to be agreed by the contractor hired
* Prepares charging report for all cash and credit purchase of maintenance materials for proper charging to divisions
* Prepares necessary No Objection and Undertaking letters to be submitted to DEWA, RTA, Dubai Municipality, and Dubai Civil Defense
* Timely updates in PALM system the renewed Occupational Health card of our 900 Logistics staffs, and identifies which are due for renewal
* Updates in PALM system the renewed Basic Food Hygiene Training certificate of our Logistics staffs

*When a room for improvement was recognized with the Job Card form used in Maintenance Section, I took the initiative to understand the said form and made some revisions. I have proposed a better Job Card form for better and complete documentation for the maintenance works, which the top management has approved.*

 **Leasing Supervisor** (May, 2013 to February, 2014)

 Leasing Department, **Shopping Center Management Corporation**

 , Philippines

 Responsibilities:

* Encoded contract of approximately 250 Mall tenants in SAP, and prepared its Lease Contract
* Checked documents submitted by tenants that are needed in preparation of their contract
* Downloaded from SAP the contracts for renewal, and prepared Executive Summary of Renewal Rates quarterly
* Uploaded Approved Renewal Rates in SAP, and prepared Renewal Contract of all tenants
* Monitored all Initial and Renewal Contracts
* Created and maintained Rental Objects in SAP, for each Location Unit in the mall
* Prepared contracts for Lessee Information Statement (LIS) as required by Bureau of Internal Revenue (BIR) semi-annually
* Prepared Termination Letter and its supporting documents for processing of tenant’s Security Deposit refund
* Checked and processed documents submitted by tenant for the amendment of their Lessee Name/Signatory/Trade Name
* Prepared Short term and Long term Demand Letters for tenants who haven’t paid their monthly billing
* Checked Monthly SAP charges of each tenant, before Accounting prepares their Statement of Account
* Prepared monthly status update of all Lease Contracts and Tripartite Agreements prepared

**Business Process and Corporate Re-engineering Supervisor** (June, 2010 to May, 2013)

Corporate Governance, Audit, Risk Management and Insurance (CGARI), **Lapanday Foods Corporation**

Maryknoll Drive, Bo. Pampanga, Davao City, Philippines

 Responsibilities:

* Conducted process/document review on Material Requisition and Issuance, Recycled Pallets Usage, Fertilizer Production Operation, and Repalletization Station Operation
* Assisted and contributed in conceptualizing and designing procedural guidelines on Use of Revised Material Requisition and Issuance Slip (MRIS), Packing House (PH) Material Inventory Monitoring, Policy Dissemination, Processing Market Claims, and Office Supplies Requisition
* Conducted orientation and dissemination of procedural guidelines on the Use of Revised MRIS, and PH Material Inventory Monitoring in approximately 20 Plantations
* Conducted compliance review on PH Material Inventory Monitoring, Inventory Count procedure, and the use of Production Accomplishment report and MRIS
* Validated material issuances by comparing documents (MRIS/Delivery Receipts) to encoded transactions in SAP
* Prepared monthly report on the performance of Packinghouses in relation to Market Claims and Port Rejections
* Reviewed liquidation for Periodic Inventory Count activity
* Coordinated meetings with other departments, which included reservation of venue, getting confirmation of attendance, and preparation of meeting minutes

**On the Job Trainee** (April to May, 2009)

Packing Materials Warehouse, **Franklin Baker Company of the Philippines**

Coronon, Sta. Cruz, Davao del Sur, Philippines

Responsibilities:

* Conducted a time and motion study on the preparation of packing materials
* Determined the standard time in every process, and standard number of production in a day
* Proposed standard manning in every process

**Certifications:**

**Certified International Supply Chain Professional (CISCP)**

International Purchase & Supply Chain Management Institute (IPSCMI), USA

Issued on October 14, 2015

**Certified Logistics & Supply Chain Management Professional**

Blue Ocean Academy, Dubai

**Career Service Professional Eligibility**

Civil Service Commission, Philippines

**Education:**

 **Bachelor of Science in Industrial Engineering**

 Ateneo de Davao University, Philippines

 Graduated last March, 2010

**Skills:**

* Good in writing and speaking English language
* Knowledgeable in Business Process Mapping, Operational Audit, Six Sigma Methods, and Lease Contract Preparation
* Proficient in MS Office (Word, Outlook, Powerpoint, Excel, and Visio)
* Basic background on ERP’s such as SAP and PALM, which includes encoding, viewing, and extracting data or transactions

**Personal Information:**

 Date of Birth : August 9, 1988

 Nationality : Filipino

 Religion : Roman Catholic

 Civil Status : Single