**C U R I C U L U M V I T A E**

**WILSON O. SANDOVAL**

***CAREER OBJECTIVE:***

To achieve and experience all possible career opportunities, primarily to be employed in reputable company

***EDUCATIONAL BACKGROUND:***

Bachelor of Science in Commerce

Major in Business Management

Lipa City Colleges – Lipa City Batangas, Philippines

***WORK EXPERIENCES:***

July 01, 2015 **Purchasing Agent**

To **The Westin Doha Hotel & Spa**

July 30, 2016 **Doha Qatar**

**Duties:**

* Coordinate and dealing to all vendor or suppliers.
* Filling all documents (Purchase Order, quotations, invoices, delivery notes, supplier’s contracts, supplier’s bank details and store internal inventory).
* Sending a request quotation to the suppliers.
* Creating Vendors and Item’s code thru ADACO system.
* Review all Purchase Request from the departments thru ADACO system.
* Converting all approved PR to Local Purchase Order (LPO) and sends it to the supplier.
* Reporting all issues and departments needs to the immediate Purchasing Manager.

April 16, 2014 **Area Coordinator**

To **Almer Manpower Corporation**

Feb. 15, 2015 **Ayala Ave. Makati City**

**Duties:**

* Handling all maintenance and janitorial staff of LPU school and dormitory
* Assisting all employee’s or staff’s specially for filing their government mandatory as a worker, SSS, HDMF or Pag Ibig, Phil health, TIN, HMO or Health card and specially their salary processing.
* Attending orientations, trainings and seminars
* Giving (GA) Group Assembly or seminar at list every six months to all staff’s or employee’s
* Resolving all staff’s issue’s or problems

June 01, 2013 **DOCUMENT CONTROLLER/SALES EXECUTIVE ASSISTANT**

To **Oskar Phone LLC**

Mar. 15, 2014 **P.O. Box 1537**

**Dubai UAE**

**Duties:**

* Coordinate and dealing to the customers.
* Replying to the e-mail of all customers, Promoting and sending all new Product List.
* Preparing the goods as per the LPO and book for delivery.
* Make online booking to Dubai Chamber to take the Country of Origin if the shipment or the deliveries are outside the country.
* Make online booking to the courier to pick up and deliver the goods to their respective place.
* Preparing the statement of accounts and send it to all customers.

Dec. 16, 2011 **PURCHASING OFFICER**

To **Safir Doha Hotel and Resorts**

April 25, 2013 **P.O. Box 33003**

**Doha Qatar**

**Duties:**

* Coordinate and dealing to all suppliers of the Hotel
* Coordinate to the store keeper and ask the Purchase Requisition ( PR )
* Take the Issued Request of all departments and send it to the suppliers for quotation, sending all quotations to the Cost Control Manager for approval.
* Make a Local Purchase Order (LPO) for the approved items and send it to the Suppliers to make the order.

May 20, 2010 **HOTEL GUEST DRIVER/AIRPORT REPRESENTATIVE**

To **Safir Doha Hotel and Resorts**

Dec15, 2011 **P.O. Box 33003**

**Doha Qatar**

**Duties:**

* Welcoming of guest from the arrival of the airport, take care of guest luggage
* Open the car door to the guest and help for their luggage
* Drive the guest car directly going to the Hotel
* Explain the Hotel Amenities and give some idea which good places need to go especially if guest are new to your place.

Jun 10, 2009 **STOREKEEPER**

To  **FBJ Enterprises L.L**.C

April 15, 2010  **P.O.BOX 22982**

**Doha Qatar**

**Duties:**

* Receive all deliveries from the suppliers
* Take the request from the associates or housekeeping department,
* Issue the request materials.
* Report the inventory to the accounts department.
* Maintain total material and store
* Maintain the FIFO (First IN First Out) procedures of issuing materials.

April 16, 1999 **SALES COORDINATOR/DELIVERY VAN DRIVER**

To **Strain Marketing Company**

Feb. 30, 2008 **Yakult Philippines Incorporated**

**Philippines**

**Duties:**

* Supervising and recruiting Yakult ladies (YL) who are selling the Yakult products
* Give trainee and familiarize the products to all new recruit’s Yakult Ladies
* Driving the delivery van when delivering products to all costumers
* Reporting our daily sales and inventory to the immediate supervisor.

***SPECIAL SKILLS:***

* + - Driving with GCC Qatar Driver License
    - Driving with Professional Driver License (Philippines)
    - Sales and Marketing Skills
    - Guest Relations Skills
    - Knowledgeable in use of Microsoft Applications (MS Word, MS Excel)
    - Can work under pressure

***PERSONAL BACKGROUND*:**

**Date of Birth :** 25 May 1977

**Age :** 39 years old

**Sex :** Male

**Civil Status :** Single

**Nationality :** Filipino

**Language Spoken :** English and Filipino

**Job Seeker First Name / CV No: 181772**

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