**MYN**

Email: [myn.316267@2freemail.com](mailto:myn.316267@2freemail.com)

**CAREER OBJECTIVE**:

* To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise in the field of Procurement & Sourcing and Vendor Development with a reputed Organization.

**PROFESSIONAL SYNOPSIS**:

* Over 4 ½ Years of experience in procurement, sourcing, contract management and vendor development & 10 Years of experience in Secretarial/Admin related jobs.
* Demonstrated ability to make judgment calls and decisions with respect to procurement activities, within delegated authority, that impact significantly upon the day-to-day operations of user Departments
* Demonstrated ability to maintain confidentiality and handle sensitive issues.
* Consistent performer with a strong track record, positive attitude, with ability to handle assignments under high pressure.
* A forward-thinking professional, recognizing the value of diversity in the operation of Procurement in the public sector.
* Excellent negotiation skills and influencing skills
* Strong decision making skills.
* Skills in negotiation, problem solving, analytical approach, strategic buying, willingness to learn & adopt, team facilitator, good verbal and written communication, ability to deal with people diplomatically, convincing, listening and supervisory.

**CAREER SUMMARY**:

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| **Designation** | **Organization** | **Location** | **Period** |
| Procurement Officer | Lindenberg-Emirates LLC | Abu Dhabi – UAE | Jan’ 2012 – Sept’ 2014 |
| Procurement Assistant/Document Controller | May’ 2010 – Dec’ 2011 |
| Executive Secretary/Purchase Administrative Secretary | Feb’2009 – April’ 2010 |
| Admin/Executive Secretary/Document Controller | CCC (Underwater Engineering) | Sept’ 2006 – Jan’ 2009 |
| Document Controller/ PMMS/EDMS Operator | REACH Contracting  (C/o. National Petroleum Construction Company-NPCC/Saudi Aramco Projects) | April’ 2003 – May’ 2006 |
| Project Secretary/Document Controller | Oct’ 2002 – Mar’ 2003 |
| Marketing Assistant | Mayflower /Alwan Gifts & Promotions | July’ 2002 – Oct’ 2002 |
| Insurance Sales Agent | Grepalife Insurance Corporation | Naga City - Philippines | Sept’ 1999 – May’ 2002 |

**EDUCATIONAL PROFILE**:

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| **Qualification** | **University** | **Year of Passed Out** |
| Bachelor Degree of Arts, specialized In Economics | Bicol University College of Arts and Sciences, Daraga Albay - Philippines | June’ 1996 – Mar’ 2000 |

**WORK EXPERIENCE:**

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| **Designation** | **Organization** | **Location** | **Period** |
| Procurement Officer | Lindenberg-Emirates LLC  ([www.lindenberg.ae](http://www.lindenberg.ae/)) | Abu Dhabi – UAE | Jan’ 2012 - Present |
| Procurement Assistant/Document Controller | May’ 2010 – Dec’ 2011 |
| Executive/Purchase Administrative Secretary | Feb’2009 – April’ 2010 |

* **Job Description**:
* Reporting directly to the Procurement Manager / Commercial Manager, assist with vendor selection and bid evaluations.
* Analyses the Purchase/Material requests from the user departments and determine the appropriate method of procurement, Quotation, Tender and Request for Proposal.  Provide assistance to user departments, when required, in the preparation of specifications, etc.
* Issues enquiry/ RFQ to approved project vendors, suppliers and follows-up offers.
* Submits proposals to Senior Procurement Engineer / Commercial Manager for all rentals, major vendors/ suppliers for the designated projects.
* Schedule, organize and facilitate Job-Site and/or Pre-Bid meetings related to Quotations, Tenders and Proposals.
* Issue Addendums to Quotations, Tenders and Proposals, as required.
* Negotiate with suppliers on lead-time, cost and quality so as to obtain the maximum benefit for the company.
* Prepare the Techno-Commercial Bid Evaluation and submit it to the management for approval.
* Prepares the purchase orders and Service Orders in accordance with company policies and procedures.
* Coordinate with suppliers to ensure on-time delivery.
* Identifies potential problems related to materials for the projects and recommends suitable remedial measures.
* Prepares RFQ status report on a regular basis for local and non-sizable purchases.
* Prepares LPO status and material status report on a regular basis.
* Assists the Procurement Manager to provide the Tender & Estimation team with quotations from vendors/ suppliers for tender jobs.
* Undergoes vendor development activities to identify and develop new vendor relationships for local purchases.
* Updates vendor database and keeps track of the performance of existing suppliers, taking necessary actions as needed.
* Analyze all suppliers in order to select the most suitable suppliers who are able to deliver high quality products at competitive pricing.
* Coordinate with vendor on continuous quality improvement.
* Participates in ERP system implementation.
* Assist in supervision of the team related to all local administration office/ site procurement.
* Coordinates and follows-up with Finance for vendor payments.
* Preparation of reports and presentations to management as required.
* Participate in specialized projects and assignments related to procurement, as required.
* Assist in the annual physical inventory process, as required.
* Perform other related duties as may be assigned.
* Handle procurement documentation in order to maintain detailed records
* Ensure competent quality execution of all regular purchasing duties and administrative works
* Coordinate with user departments and suppliers in the purchasing scope of work for projects assigned
* Source for new parts, suppliers or sub-contractors when the need arises.
* Representing the department for internal and external communications associated with procurement issues

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| **Designation** | **Organization** | **Location** | **Period** |
| Admin/Executive Secretary/Document Controller | CCC (Underwater Engineering)  ([www.cccuwe.ae](http://www.cccuwe.ae)) | Abu Dhabi – UAE | Sept’ 2006 – Jan’ 2009 |

* **Job Description**:
* Maintains and updates the Divers Logistic Software. Prepares and updates the system’s manual. Implement new applications as required.
* Using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc., to produce correspondence and documents and maintain presentations, records, spreadsheets and databases.
* Plan and organize work activities; recommend improvements in work flow, procedures, and use of equipment and forms; implement improvements as approved; develop and revise office forms and report formats as required; organize and maintain filing systems.
* Draft and/or type, word process, format, edit, revise, and process a variety of documents and forms including reports, correspondence, memoranda, agenda items and reports, agreements, ordinances, resolutions, technical and statistical charts and tables, and other specialized and technical materials from rough drafts, dictation, modified standard formats, and brief verbal instructions.
* Receive, sorts, and distribute all CV and certificates via e-mails and fax. Update CV & Certificates on the Divers Logistic Software prior to sending for client approval.
* Conduct pre-interview via phone or in person to applicants as per the manager’s instructions.
* Deals with divers/personnel with regards to their queries/adjustments/claims and other relevant issues and documents. Checks/Records original certificates, passport and seaman books of divers/personnel.
* Prepares Divers contracts and Offer letters to selected candidates.
* Arrange flight bookings and hotel bookings.
* Arranges training courses locally and internationally as required.
* Deals with agents with regards to visa and travel arrangements of divers and employees.
* Sort out queries/salary discrepancies and other related issues with regards to salary and status of employees and coordinates with accounts department.
* Prepares monthly timesheets for divers, demobilization settlements and leave settlements and coordinates with Accounts Department with regards to banking details and salary/contract instructions.
* Prepares monthly timesheet reports, Divers On-leave reports, Divers On-Duty reports and other reports as required by the managers.
* Prepares leave requests, extended leave requests and expense claims forms and calculations.
* Performs inter-departmental and management presentations.
* Accurately maintains a variety of logs and files.
* Devising and maintaining office systems.
* Monitors departmental materials and supplies and orders as needed.
* Using content management systems to maintain and update websites and internal databases.
* Schedules appointments, maintains calendar, allocates supervisor’s time.
* Attending meetings, taking minutes and keeping notes.
* Managing and maintaining budgets, as well as invoicing.
* Liaising with staff in other departments and with external contacts.
* Ordering and maintaining stationery and equipment.
* Sorting and distributing incoming post and organizing and sending outgoing post.
* Liaising with colleagues and external contacts to book travel and accommodation.
* Organizing and storing paperwork, documents and computer-based information.
* Performs other duties as assigned.

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| **Designation** | **Organization** | **Location** | **Period** |
| Document Controller/ PMMS/EDMS Operator | REACH Contracting  (C/o. National Petroleum Construction Company-NPCC)  ([www.experts.ae](http://www.experts.ae); [www.npcc.ae](http://www.npcc.ae)) | Abu Dhabi – UAE | April’ 2003 – May’ 2006 |
| Project Secretary/Document Controller | Oct’ 2002 – Mar’ 2003 |

* **Job Description**:
* Coordinate all activities / documents related to the Document Control Procedure, including technical documents, drawings, and commercial correspondence for Tenders / Projects as applicable.
* Input document data such as document number, subject, title, date, etc… into the standard registers/logs / document tags, ensuring that the information is accurate and up to date in the control logs of Tenders / Projects as applicable.
* Ensuring the documents reflects company’s practice, policies and procedures with ensuring integration, co-ordination and no conflicts between documents.
* Makes sure that all documents/internal comments are distributed to the appropriate departments.
* Maintain updated records of all Controlled Documents & Drawings and their distribution clearly.
* Coordinates with the Concerned Department / Client / Consultant with regards to correspondence and document submittals.
* Maintains documents / drawings and its pertinent revisions to be readily available to Client, Consultant, Management, Division Manager, Vendors, Project/Tender execution team and other operating departments.
* Maintain the documents in the Document Control office under safe custody without any damage or deterioration with easy traceability.
* Filing documents, specification, samples, etc.. in applicable folders / Shelves, etc…(hard/paper and soft/electronic) as per filing system.
* Coordinates with Project Manager and Planning Engineer for the document status and submission of monthly progress reports to Client/Consultant.
* Carry out and ensure physical filing of the correspondences in coordination with the secretary and designs necessary checks for the smooth workflow.
* Updates and maintains the Notice of Intent (NOI) status and response.
* Generate the various document control reports as required.
* Maintain and review the document management process through the company life cycle and using email based and electronic document management system.
* Recommends improvements to work routines and system enhancement for the control of technical records.
* Liaise with Senior Document controller and provides constructive ideas and suggestions for the development of technical data management.
* To keep utmost secrecy with the documents which are confidential in nature to the Company.
* Manage archival activities for controlled documents and validation files.
* Participated DMS System implementation.
* Perform other duties as assigned.

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| **Designation** | **Organization** | **Location** | **Period** |
| Marketing Assistant/Office In Charge | Mayflower /Alwan Gifts & Promotions | Abu Dhabi – UAE | July’ 2002 – Oct’ 2002 |

* **Job Description**:
* Assisting the marketing manager and supporting the marketing team with marketing activities.
* Assembles consumer rating reports by compiling, consolidating, formatting, and summarizing information, graphs, and presentations.
* Updates competitor database by inputting data from field sales; compiling, consolidating, formatting, and summarizing information, graphs, and presentations; distributing reports.
* Publishes pricing schedules by verifying freight rates, charges, and allowances.
* Supports sales presentations by assembling quotations, proposals, videos, slide shows, demonstration and product capability booklets; compiling account and competitor analyses.
* Prepares mailers and brochures by formatting content and graphics; arranging printing and internet packages.
* organizing and hosting presentations and customer visits
* Visiting customers/external agencies.
* Providing support for marketing events and exhibitions as required
* Maintains marketing library by checking and replenishing inventory.
* Provides marketing tracking and research information by collecting, analyzing, and summarizing data and trends.
* Accomplishes marketing and organization mission by completing related results as needed.
* Uploading marketing material to online libraries, internet groups and social media sites.

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| **Designation** | **Organization** | **Location** | **Period** |
| Insurance Sales Agent | Grepalife Insurance Corporation | Naga City - Philippines | Sept’ 1999 – May’ 2002 |

* **Job Description**:
* Attend meetings, seminars and programs to learn about new products and services, learn new skills, and receive technical assistance in developing new accounts.
* Calculate premiums and establish payment method.
* Call on policyholders to deliver and explain policy, to analyze insurance program and suggest additions or changes, or to change beneficiaries.
* Confer with clients to obtain and provide information when claims are made on a policy.
* Contact underwriter and submit forms to obtain binder coverage.
* Develop marketing strategies to compete with other individuals or companies who sell insurance.
* Ensure that policy requirements are fulfilled, including any necessary medical examinations and the completion of appropriate forms.
* Explain features, advantages and disadvantages of various policies to promote sale of insurance plans.
* Explain necessary bookkeeping requirements for customer to implement and provide group insurance program.
* Inspect property, examining its general condition, type of construction, age, and other characteristics, to decide if it is a good insurance risk.
* Perform administrative tasks, such as maintaining records and handling policy renewals.
* Seek out new clients and develop clientele by networking to find new customers and generate lists of prospective clients.
* Sell various types of insurance policies to businesses and individuals on behalf of insurance companies, including automobile, fire, life, property, medical and dental insurance or specialized policies such as marine, farm/crop, and medical malpractice.

**TRAINING COURSES:**

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| **Training Courses** | **Institute** | **Year** |
| Basic First Aid Course | GTSC, Abu Dhabi-U.A.E | Aug’ 2012 |
| Basic Fire Fighting Course | GTSC, Abu Dhabi-U.A.E | Aug’ 2012 |

**DRIVING LICENSE:**

* Valid U.A.E Driving License (Light Vehicle), Expiry Date: 07-06-2020

**COMPUTER SKILLS:**

* MS Office, Microsoft-PowerPoint, ERP System: eZware Business Technologies

**PERSONAL PROFILE:**

* Date of Birth : 14th November 1977
* Religion : Christian
* Gender : Female
* Marital Status : Married
* Nationality : Filpino
* Languages Known : English, Tagalog

**DECLARATION:**

I, Myn, hereby declare that all the information furnished above is true, correct and complete to the best of my knowledge and belief.

**Place : Abu Dhabi, U.A.E**

**Myn**

\*\*\* References available upon request