

**CV No 1944606**

**Aldrin**

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Data Entry

**Purchasing Clrek**

Abu Dhabi, United Arab Emirates



A highly competent, motivated and enthusiastic Data Entry with experience of working as part of a team in a busy office environment. Well organized and proactive in providing timely, efficient and accurate support to office managers and work colleagues. Approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems.

**Area of expertise:**

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| * + - * Office procedures
* Data management
* IT skills
* Filing / archiving
 | * Customer service
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**Data Entry Abilities:**

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| * To maintain logs of activities and completed tasks,
* choose the materials required to complete work assignments,
* correct data entry errors and store documents in the correct locations
 | * Answering and routing phone calls, sending emails and distributing mail.
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**EXECUTIVE SUMMARY**



**EDUCATION**

* **Bachelor Degree in Computer Science** | 2014 Philippines



**WORK EXPERIENCE**

 **DOCUMENT CONTROLLER**

*February 17, 2015 – February 17, 2017*

**Duties and Responsibilities**

* Receives Request For Quotation from different Government Clients

(ADCO, ESNAAD,TAKREER ,ZADCO, ADMA, ADGAS, BOROUGE, GASCO)

* Register all RFQ Received (Manual and Portal)
* Prepares inquiries to suppliers
* Inquiring for the item’s price (Oil & Gas Equipment) etc.
* Attends all the clarifications (Purchase order delivery, lack of specification of RFQ) from the clients and suppliers
* Prepare a quotation to be submitted on the closing date of the RFQ’s
* Prepares Purchase order for local and international suppliers
* Prepares Delivery note and invoice to submitted to our client (Manual)
* Updates and Register the Purchase Order received
* Calculates the Purchase Order received month by month
* Monitors the status of the deliveries
* Coordinates with supplier for the delivery status
* Compiles all the data for Price Agreement
* Analyze and calculate all RFQ prior to submission
* Coordinate with our general manager regarding supplier price offer prior to submission to the client.
* Upload all documents and response to all clients thru E-Portal Submission.
* Maintaining the records monthly, back up all the files.

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**Flying A Business System Company – Lucena City, Philippines**

**March 2011 – May 2011 (Part Time)**

**Data Encoder**

**Key Responsibilities and Area of Expertise:**

* Strong IT, database and communication skills.
* Excellent interpersonal skills and a professional telephone manner.
* Utilizing a range of office software, including email, spread sheets and databases.
* Ability to evaluate, prioritize, organize and delegate work schedules.
* Able to react quickly and effectively when dealing with challenging situations.
* Assisting departments with queries on documentation requirements & submissions



**Personal Details:**

 ***Date of Birth:****April 29, 1989*

***Marital status:****Single*

***Languages:*** *Filipino and English*

 ***Visa Status:*** *Employment Visa*

**REFERENCES**

 *Available upon request*

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| **Aldrin Cueto Austria – CV No 1944606**Whatsapp +971504753686To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on email: cvcontacts@gulfjobseekers.comWe will contact the candidate first to ensure their availability for your job and send you the quotation for our HR Consulting Fees.  |

Available upon request

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**CURRICULUM VITAE**