**DIANNE**  [**DIANNE.331708@2freemail.com**](mailto:%20%20%20%20DIANNE.331708@2freemail.com)



**CAREER OBJECTIVE**

*To serve a growing organization to the best of my ability sincerely, honestly with hard labour and where I am the role player for the overall growth of the concern and give respect to my senior*

**WORKING EXPERIENCES**



**Company: AVIVO GROUP** || Dubai, United Arab Emirates

**Position: Purchase Coordinator**

**April 2015 – Present**

**Responsibilities:**

* Responsible for the timely procurement and delivery of high quality, low-cost medical and pharmaceutical products and the proper processing of assigned customer orders.
* Selects and evaluates the performance of suppliers, oversees the customs clearing process and coordinates the processing of assigned customer orders.
* Works closely with the accounting department to resolve problems with invoices and set up accounts with new vendors, and contacts the company for any vendor inquiries or issues; and, process proof of delivery requests.
* Reports directly to President Clinical Affairs and Chief Operating Officer for all Clinical and Medical Purchases; reports to Chief Financial Officer for all other Purchases.

**Company: DUBAI INTERNATIONAL HOTEL** || Dubai, United Arab Emirates

**Position: Business Center Officer**

**October 2014 – March 2015**

**Responsibilities:**

• Provides guests with courteous and efficient service and if possible, comply with each every guest's request.

• Transmits guests' and hotel's faxes promptly and accurately.

• Prepares vouchers for charges and posting to the hotel computer system for any other services accurately.

• Has knowledge of making reservations, visa application and postal information.

• Each duty has to close the summary and audit the bill; handles courier service requests.

**Company: TELETECH** ||Manila, Philippines

**Position: Purchase Officer**

**August 2013 – August 2014**

**Responsibilities:**

* Analyze price proposals, financial reports, and other information to determine reasonable prices.
* Meet with staff and vendors to discuss defective or unacceptable goods or services and determine corrective action.
* Evaluate and monitor contracts to be sure that vendors and suppliers comply with the terms and conditions of the contract and to determine the need for changes.

**EDUCATIONAL BACKGROUND**

Trinity University of Asia || Metro Manila, Philippines

Bachelor of Science in Nursing || June 2009 - March 2013

**KEY QUALIFICATIONS**

* Matchless negotiating, persuasive and procurement skills
* Adept at all purchases record keeping
* Proficient in taking cost reduction procurement initiatives
* Well practiced in arranging purchase shipments on time
* Skilled in preparation of procurement orders and processing of relevant transactions

**ACHIEVEMENTS**

July 2013 Philippine Nursing Licensure Examination passer

Board Rating: 81.40

April 2013 Trinity University of Asia

Dean’s Lister

March 2009 Manggahan High School

Lés Graine Campus Paper Associate Editor

2nd Honorable Mention

General Average: 90.15

General Weighted Average: 1.82

June 1999 Karangalan Christian Learning Center

Class Valedictorian

**PERSONAL DATA**

Age: 23

Height: 5’5’’

Date of Birth: May 1, 1993

Weight: 60 kgs

Place of Birth: Quezon City, Philippines

Religion: Roman Catholic

Sex: Female

Civil Status: Single

I HEREBY CERTIFY that all of the information furnished above is true and correct.