PACITA.333592@2freemail.com
Pacita

***OBJECTIVE:***

To secure a position by hard work, dedication and my ability to acquire new skills, I will add value to and be

An Advantage to any organization that i work for.

***WORK EXPERIENCE:***

***Purchasing Coordinator/Vendor/*** Emirates Pro-Style LLC November 2013 - Till

***Clearing Shipment and Storekeeper***  Abudhabi, UAE

***Administrative Assistant / Sales Co-ordinator***  October 2011 - 2013

***Secretary/Receptionist*** Corner stars Computer LLC Abudhabi, UAE

**Production Chemist** Supra Finishing Corporation Manila, Philippines Sept. 2000-May2011

***Prod. /Lab. Chemist*** Clothman Knitting Corporation, Philippines July 1996-Sept.2000

***Laboratory Chemist*** First Dominion Resources Corp. Philippines April 1995-Feb.1996

***Production Chemist*** FL Industrial Corporation Philippines June 1989-July1994

***Professional Qualification:***

* Purchaser, Market Vendor, Clearing shipment in Abudhabi and Dubai Custom, In Charge Storekeeper
* Administrative Assistant, Sales Coordinator, Secretary/Reception works, Office procedures, Accounting basic and Telephone skills
* Arranging and Processing Documents like Visa, Hotel Booking, etc
* The ability to coach, lead and mentor assemblers, assembly-line workers, and production staff
* Capable to manage money and services for production.
* Strong Knowledge in Inventories for In and Out going Items.
* Proper arrangement in Warehouse with tagging numbers for easy to find.
* Good knowledge of raw materials, production processes, quality control, costs and other techniques.
* Great ability to function well within multidisciplinary teams
* Strong technical knowledge and outstanding communication skills.
* Strong Problem solving and Trouble shooting skills.
* Strong experience as production supervisor.
* Great problem solving skills
* Remarkable ability to work in a multidisciplinary, high-intensity environment.
* Ability to train and manage subordinate staff on their required skills
* Good in communication

***Purchasing Coordinator/In Charge Storekeeper***

* **Purchase fabric inside and outside of UAE**
* **Arrange the Clearing Shipment in Abudhabi and Dubai Custom**
* **Dealing with patience to Negotiate price to suppliers and look for ways to save the company Money.**
* **Knowledge of the available supplier and current capacity.**
* **Sourcing Suppliers for Raw Materials inside and outside UAE**
* **Responsible for accurate timely Prepare and Process Purchase Orders to the Suppliers**
* **Establish and Negotiate terms and conditions, payments terms and Trade Delivery Term.**
* **Coordinate with accounts and assist in follow up outstanding payments.**
* Proficient in dealing with suppliers demands.
* Corresponding Vendors and respond for inquiries.
* Prepare and process Purchase Orders, Invoice, Cheque request and manual cheque.
* Prepare Sales Invoice, LPO, and Quotations.
* Close coordination with Logistics/Forwarder agent for Shipments from Overseas deliveries and ensure that goods are cleared and delivered on timely manner.
* Administer performance, delivery status, receipt and warranty
* Maintain Purchasing Records, summary reports, price and supplier list.
* Perform Administration as required and appointed by management for setting up office, new projects, preparation and purchase office equipment, stationeries, sundries and other office equipment.
* Handle petty cash and reimbursement.
* Check the Incoming and Outgoing of the fabrics and Accessories items from production
* Weekly counting of Materials and check the remaining Balance.

***Sales Co-ordinator/Secretary/Receptionist:***

* **Arranging and Processing Documents like Visa, Medical, Emirates ID of Employee, Hotel Booking and Others.**
* **Coordinate and provide support sales, service and store teams**
* **Responds and follow up enquiries efficiently**
* **Responsible for accurate timely issue Invoices/Quotation/PO to the Clients**
* **Coordinate with accounts and assist in follow up outstanding payments.**
* Proficient in dealing with clients demands, can handle customers complain efficiently.
* Corresponding Vendors and respond for inquiries.
* Prepare and process Purchase Orders, Invoice, Cheque request and manual cheque.
* Prepare Sales Invoice, LPO, and Quotations.
* Payroll Preparation. Petty cash Management
* Answer Telephone, screen and direct calls.
* Take any relay messages.
* Provide information to callers.
* Distribution of incoming mails and incoming faxes.
* Deals with queries from public and customers.
* Arranging couriers for collection and dispatch of documents.
* Schedule of Appointments.
* Maintain personal file such as faxes, letters, emails, work orders, bills, etc up to date.
* Handle incoming mail and other materials.
* Communicate verbally and in writing to answer inquiries and provide information.
* Provide accounting works in ERP through Invoice, LPO, Quotation, Purchase Inquiry, Cheque Payment Voucher, Cheque Receipt Voucher.

***Production Chemist:***

* Completed timely performance reviews with all production staff using two way open dialogue.
* Managed performance with production staff and took necessary corrective action
* In-charge of cotton, cotton side and poly side dyeing.
* Establish and adjust work procedures as necessary to meet production schedules
* Maintain product records.
* Checks incoming fabrics for any defects.
* Prepare reprocess, personally testing troubles in laboratory.
* Perform laboratory matching, conceptualized colour combination specializing in dyeing different kinds of fabrics and process.
* Confirmation, shade approval coming from the production.
* Trouble shooting and approval coming from the production.
* Testing and incoming raw and laboratory instrument.
* Supervised in daily operation concerning the schedule of job orders.
* Thrives under pressure and exceeds expectations.

***Production and Laboratory Chemist:***

* Supervise and coordinates activities of workers
* Study production schedules and estimate worker-hour requirements to complete job assignments efficiently and on time.
* Interpret company policies to workers and enforce safety regulations.
* In-charge of cotton and poly side dyeing and production.
* Recommend measures to improve production methods, quality of product and equipment performance.
* Changing Chemicals for day to day using, Manages reprocess and testing on how to avoid reprocess.
* Monitors and schedule concerning the distribution of job order.
* Trouble shooting in production irregularities and back jobs.
* Submit reports and communicate to production manager.
* Consistently met aggressive production deadlines.
* Confer with other supervisors and department heads to coordinate activities
* Follow up costumer and other concern.

***Laboratory Chemist:***

* In-charge of colour matching in fabrics and sacks.
* Changing chemical solution for day to day using
* Schedule and monitor in production.
* Check all recipes after dyeing.
* Coordinates production staff regarding production scheduling and fabric problem.
* Colour matching (fabrics, sacks, papers, cords and laces).
* In-charge the scheduling and monitoring the production.
* Prepare sample according to the costumer concern.

***EDUCATION AND PROFESSIONAL CERTIFICATE:***

***BACHELOR OF SCIENCE IN CHEMICAL ENGINEERING***

Technological Institute of the Philippines

Quezon City, Philippines

Graduate – 1988

***Computer Skills:***

* Knowledge of Microsoft Outlook, Word and Excel.
* PowerPoint.
* ERP/Accounting Solution.