####  Email Add: Joanne.334532@2freemail.com

#### Joanne

**Position Applied for: l. Supply Chain Division Head/ Manager**

 **II. Sr. Purchasing Executive**

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| Objectives |

To work and gain expertise, to deal with different people from all walks of life, and to serve the company with the best of my ability in order to achieve the organization’s objective.

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| Special Skills  |

* Strong work ethics
* Ability to solve problems efficiently.
* Make good judgements about what to do in a difficult situation,.
* Help keep others' spirits up and encourage them to do their best.
* Basic knowledge in Incoming Quality Control and Outgoing Quality Control
* Able to adapt oneself to new surroundings; to make suitable change so as to fit new condition.
* Basic knowledge in Microsoft Office ( Word, Excel, and Power point )

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| Summary of Qualifications |

* Hardworking , reliable , enduring and a result-oriented person with a clear vision towards completing any task in timely and effective manner.
* Discharge responsibilities in a timely and organized manner
* Stands for the cause and interest of the organization, and brings in innovative ideas for the advancement of the company.
* Dedicated and a work driven individual.
* Has the ability to manage multiple tasks in a pressured environment.
* Communicates effectively in oral and in writing.
* And, gives clear direction and respond to inquiries.

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| Working Experience |

##### June 2010 to August 2016 Khalid Scientific Company WLL

#####  Doha , Qatar

##### Supply Chain Division Head

* Ensures that all units under our Division are functioning based on our standard procedure.
* Evaluate performance of each unit and re-organize if needed.
* Ensures standard tools and documents are use according to ISO.
* Coordinate , assign , monitor and review performance of individuals under supply chain division.
* Conduct training and encourage development within the Division.
* Review inventory reports.
* Understands customer’s needs , and maintain and develop positive business relationships.
* Manage vendor relationship.
* Evaluate supplier performance and update all the supplier the result.
* Resolve work-related problems , investigate the root cause and establish preventive action
* Conduct Internal Audit within the Company.

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##### November 2008 to May 2010 Khalid Scientific Company WLL

#####  Doha , Qatar

##### Logistics Administration

* Prepare purchase order.
* Plan delivery schedule.
* Verify expiry and temperature requirement of the item.
* Prepare payment request to Accounts Department if needed.
* Coordinate with freight forwarding company to arrange collection of goods.
* Prepare monthly reports.
* Monitor inventory report.

##### August 2008 to November 2008 Khalid Scientific Company WLL

#####  Doha, Qatar

##### Tender Administrator

* Prepare bid offer.
* Assist customer for any clarifications if needed.
* Request quotations from suppliers.
* Prepares Sales Report and Tender Status updates
* Prepares requirements needed to our offer such as brochures, tender bond and etc.
* Performs other work required by the Sales Representatives and Supervisors.

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| Education |

Bachelor of Science in Business Administration major in Management

San Sebastian College Recoletos de Cavite, Inc.

 Philippines

 Graduated March 21, 2003

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| Personal Data |

Sex : Female

Civil Status : Single

Date of Birth : December 10, 1982

Place of Birth : Cavite City

Age : 34 Years of Age

Height : 5’5”

Nationality : Filipino