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| **Luzella Velasco – CV No**To 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.  |

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**QUALIFICATIONS :** Seventeenyears of experience in procurement/purchasing, planning, supply chain

andwarehouse operation and 1 year experience in marketing with wide and strong exposure in the following skills:

Expertise in Purchasing, Material Planning & Logistics

 Expertise in Supplier Sourcing and Cost Reduction Activities

 Well-experience in Supplier/Inventory Management

 Knowledge in BOM and MRP manufacturing environment

 Proficient in AS 400 (BPCS- Business Planning and Control System)

 Proficient in Oracle Sytem

 Proficient in Microsoft Office Applications (MS Word, Excel, Power Point & Outlook)

 Familiar in 5S,Kaizen, & E-Kaizen Activities

 Expertise in analyzing invoice discrepancy with local/import suppliers

Coordinates to other section concerning procurement problems

Able to work OT and holiday operation if necessary

Can work under pressure

WORK EXPERIENCE:

*Sharjah, UAE*

# Position: Inside Sales/Senior Marketing Specialist

**Inclusive Date: October 17, 2015 up to present**

DUTIES & RESPONSIBILITIES:

* Responsible for marketing services exports, exhibitions, events and helping the team for launching/innovation of new products related to the industry, searching for new potential clients, take related enquiries and orders processing of the same within given time limit or as per Company set standards.

SPECIFIC DUTIES:

* Responsible in generating potential project leads report, and coordinate with sales team
* Manage the production of materials, including leaflets, posters and flyers
* Arrange for the effective distribution of marketing materials per branch
* Maintain, build and update mailing / client databases
* Organize and attend events and exhibitions
* Evaluate marketing campaigns
* Handling assigned Request for Quotations in accordance with the company pricing standards
* Coordinating with Sales to ensure that customer requirements are clearly understood and met.
* Prepare and manage Master Quotation Log and make sure quotations are submitted on time.
* Prepare cost analysis
* Check and study the inquiry documents, detailed study of the drawings, specifications and BOQ.
* Ensure cost effective/alternative solutions and error free quotation to customer.
* Prepare tender Pre-qualifications, BOQ, drawing and submittals.
* Full responsibility of accounts receivable and collection from customers in a timely basis in accordance with company’s financial rules and regulations.
* Receiving enquiries, generating RFQs and distributing the requirements among the team members.
* Floating the enquiries, following up for the pricings, reviewing the offers received and submitting our quotes to the clients on time.
* Locating new vendors, maintaining and developing existing supplier database.
* Negotiating with the supplier and the customer to close the orders.
* Reviewing the orders received, clarifying deviations if any and coordinating with the accounts department for releasing the purchase orders and ensuring timely procurement.
* Maintaining RFQ register and generating status reports on daily basis.
* Support the director of Sales & Business Development, sales manager and other colleagues

*BASELINE LLC – Philippine Branch*

### 3408,Flair Tower South, Reliance St, Mandaluyong City, Philippines, 1550

# Position: Procurement Specialist

**Inclusive Date: November 15, 2013 up to October 10,2015**

DUTIES & RESPONSIBILITIES:

* Responsible for Supplier Sourcing, Alternative Sourcing, Acquisition of samples for small runs, Price invoice mismatch resolution, RFQ for new and potential models of the existing account, Cost Reduction Negotiation for Existing Accounts.

SPECIFIC DUTIES:

* Continuous negotiations with suppliers for the best prices, lead time, and the most convenient mode of shipment.
* Sends out request for quotation (RFQ’s) to three or more suppliers andasses/evaluate their quotes. The vendor with the best quote shall be awardedaccordingly.

*IONICS EMS., INC. – Cabuyao Plant*

### SCM Center, Binary St., LISPP Bo.Diezmo, Cabuyao, Laguna, Philippines 4025

# Position: Procurement Officer II

**Inclusive Date: Aug. 23, 2010 up to November 20,2013**

**Department: Centralized Procurement**

DUTIES & RESPONSIBILITIES:

* Responsible for Supplier Sourcing, Localization and Regionalization, Supplier development, Alternative Sourcing, Acquisition of samples for small runs, Price invoice mismatch resolution, RFQ for new and potential models of the existing account, Cost Reduction Negotiation for Existing Customers and Accounts.

SPECIFIC DUTIES:

* Assures that company is buying and requesting only from dependable and quality suppliers.
* Conducts regular face to face meeting with suppliers to update them of the development and specific requirements of company and resolve any issues between for a better business relationship.
* Assist purchasing people in finding alternative supply of critical items that will affect supply to the manufacturing line or may improve company profitability.
* Assist purchasing people in acquiring samples for small production runs for certain accounts.
* Performs other function as may be required by the immediate superior.

***EPSON PRECISION (PHILS) INC. – Lipa Plant***

*Special Economic Processing Zone, LimaTechnologyCenter*

### LipaCity, Batangas, Philippines 4217

# Position: Procurement Buyer

**Inclusive Date: September 01, 1999 up to April 19, 2010**

**Department: Procurement**

DUTIES & RESPONSIBILITIES:

* Responsible for procurement and monitoring of imported/local direct parts.

SPECIFIC DUTIES:

* Ensure that the Order Operations are implemented correctly and timely to suppliers.
* Minimize Exceptional Transportation (Air Shipment) Cost & Dead stock.
* Ensure that suppliers achieve correct delivery timing.
* Manage supplies to meet production plans and customer demands
* Update all weekly and monthly reports timely such as forecasts, shortages and MPS.
* Monitor and maintain Parts Inventory according to Target Days of Stock (DOS).
* Ensure Zero Capacity Problem for In-House Production.
* Prepares monthly/weekly order of parts based on MRP result.

**CAREER ACHIEVEMENTS:**

 (1) May 2010/October 2009/April 2006

**Highest Points of Kaizen Awardee**

Three times recipient for three consecutive period

(2) October ‘2009

**Certificate of Appreciation Award**

Ten years of service to the company

(3) 2005/2004

**Perfect Attendance Awardee**

Three times recipient for two consecutive period

**EDUCATION:**

Computer Programming System Technology Institute

 Batangas City, Phlippines

 June 1997 - April 1999

**Reason for Leaving** : Better career opportunity

**Availability** : 2~4 weeks

# CHARACTER REFERENCES:

**Upon request by the company.**

I hereby certify that the above information is true and correct to the best of my knowledge.

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# Luzella H. Velasco

# Applicant

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| **Luzella Velasco – CV No**To 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.  |