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**JOSUE A. CUETARA**

**“Josh”**

UAE Visa Status: Valid until March 5,2017

**Objective:**

Seeking a job in a business which will optimize my knowledge and skills, in return involve my self for a steady career development.

**Summary of Qualification**

* Effective and efficient team player with 12 years several work experience related to Data encoding and processing on Purchase Requisition Slip, Preparing for Price Quotation and Purchase Order, Delivery Receipt , Conduct monitoring of stock materials, Processing of company owned vehicle license.Admin related works and Bookkeeping.
* Excellent in written and verbal communication skills, Skilled in use of computer internet, software applications including PowerPoint, Word & Excel. Goal-oriented individual with leadership abilities and proven ability to work with staff at all levels. Serve as representative and Liaison.

**EMPLOYMENT EXPERIENCE HIGHLIGHTS**

GS/Admin Supervisor (February 2016-December 2016)

Job Accountability:

* Project site supervision and manning monitoring.
* Preparing and releasing payroll.
* Preparing material requisition, price quotation and purchase order.

**LAPANDAY DIVERSIFIED PRODUCT CORPORATION (PINEAPPLE PLANTATION)**

GS/Supervisor-Purchaser(April 2011- February 2013)

Job Accountability:

* Oversees the daily purchasing activities to ensure proper maintenance.
* Analyze purchasing requisitions to ensure clarity and completeness in technical specifications, quality standards, quantities and deliveries.
* Identify potential suppliers/vendors, to develop selection criteria and prequalification. Maintain supplier relationship, purchasing records, reports and price lists.
* Checking in actual the purchased materials as per the invoice againstPurchase order with reference to quality and quantity of materials.
* Oversees the development of specifications for equipment, materials, and services to be purchased.
* Includes processing of registration & renewal of company own vehicle.

**UNIFRUTTI PHILIPPINES GROUP OF COMPANY**

**MT. KITANGLAD AGRI-VENTURES INC. (Banana Plantation)**

Purchasing Officer July 2007 – April 2011

* Evaluate the capability and stability of the supplier/vendor to supply.
* Analyze purchasing requisition for the technical specification, standard quality & quantities.
* Establish and negotiate contract terms and conditions, and maintain supplier good relationships.
* Prepare and maintain purchasing records, reports and price lists.
* Determine procurement needs, quality, and delivery requirements.
* Evaluate price quotation to ensure technical and commercial compliance.
* Checking in actual the purchased materials as per the invoice againstPurchase order with reference to quality and quantity of materials.
* Maintain open-order status reports.
* Responsible & Monitor all Company owned vehicle documents such as renewal of registration and insurances.

**MANUPALI AGRI-DEVELOPMENT CORP. (Banana Plantation)**  
Project Supervisor (Engineering Dep’t.), 2006 - 2007

* Project site supervision and manning monitoring.
* Preparing and encoding Daily Time Records.
* Preparing material requisition, price quotation and purchase order.

**MT. KITANGLAD AGRI SERVICES INC.**

**BUKIDNON HIGHLAND PRODUCE INC. (Asparagus Plantaion)**  
Junior Bookeeper/Payroll officer 2002-2005

* Preparing and encoding Accounts Receivables and Account Payable.
* Responsible for preparing and releasing payroll.
* Supervised for releasing payroll.
* Managing and organizing of all processing and scheduling for payroll.

**PERSONAL DATA &EDUCATION**

AGE: 39 yrs old

Birth Date : Sept. 01, 1977

Status : Married

Religion : Rman Catholic

Nationality : Filipino

**SAN ISIDRO COLLEGE**  
BACHELOR OF SCIENCE IN COMMERCE (MANAGEMENT)

1994-1999

*I hereby certify that all information contained herein are true and correct to the best of my knowledge and ability.*

*JOSUE A. CUETARA*

*Applicant*

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| ***JOSUE A. CUETARA* – 2016126**  Whatsapp +971504753686  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.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |