**PROCUREMENT COORDINATOR / PURCHASING ASSISTANT / STOREKEEPER**

**CAREER OBJECTIVE**

# *Kurt*

# *Kurt.338130@2freemail.com*



**Personal Details**

Age : 24

Date of birth : 19-06-1992

Sex : Male

Nationality : Filipino

Religion : Christian

**Languages known**

English, Tagalog

**Passport Details**

Place of Issue : Manila, Philippines

Issue Date : 15/04/2015

Expiry Date : 14/04/2020

**Education Background**

B.S Mechanical Technology

Southern Luzon State University, Philippines

2008-2012

**Current Visa Status: Residence Visa (UAE)**

To use my knowledge, skills and experience in the position I may qualify.

**QUALIFICATION**

* Degree Holder - Bachelor of Science in Mechanical

Technology (**UAE Attested**)

* Experience in Industrial Projects.
* Thorough understanding of methodologies and

 procedures.

**CORE COMPETENCIES**

* Knowledge in CNC Operation (Milling / Turning)
* Knowledge in Injection Molding Machine Operation
* Responds well in fast-paced, high-pressured

 environment

* Knowledge in Window-based applications (AutoCAD,

 MS Word, Excel, Power Point, Photoshop)

* Computer Literate

**WORK EXPERIENCE**

* **Al Rayyan Restaurant**

 Cashier

 December 2015 – Present

* **R&M Construction Incorporation**

 Purchasing / Procurement Coordinator

 July 2012 – July 2015

* **Terumo Corp.**

 Cadet Engineer

 November 2011 – March 2012

**DUTIES AND RESPONSIBILITIES:**

**PURCHASING / PROCUREMENT COORDINATOR:**

* Responsible for all necessary deliverables related to

materials, supplier and subcontractor that need to be submitted and approved by the Client. Obtain material quotations preparation of LPO’s and follow-up on deliveries.

* Review offers to supplier / subcontractor and verify

 project / specification compliance considering scope, quantity.

* Finalize scope with supplier/ subcontractor in terms of quantity,

 specification and time schedule and ensuring order placing.

* Studying the project documents, performing technical evaluation.
* Floating RFQ to vendors with relevant documents, technical evaluation of proposals, negotiating prices for different packages, and preparing comparison sheets, compliance statements, and letters of intent and subcontract agreements.
* Analyzing the cost effect for alternative proposals, measure the quantities with BOQ and satisfy budgets established. Finalizing the best techno-commercially viable offers.

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