**GAUDENCIO**

Email Address: [gaudencio.338552@2freemail.com](mailto:gaudencio.338552@2freemail.com)

Visa Status: Visit Visa

**OBJECTIVE:**

To obtain a job within my chosen field that will challenge me and allow me to use my education, skills and past experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.

**PROFESSIONAL EXPERIENCES:**

**PURCHASING OFFICER**

Al Rahba Hospital (JCIA Accredited) – Managed by John Hopkins Medicine, UAE

*December 16, 2009 to July 17, 2016*

**Objectives:**

* To pay reasonably low prices for the best values obtainable, negotiating and executing all company commitments
* Locate or develop suppliers which are competent.
* Issuing LPO’s for Pharmaceuticals & Consumables both Contracted and Non Contracted in a timely manner.

**Plan of Action:**

* Adherence to policies and procedures to ensure standardization.
* Expedite life-saving drug on a timely basis and build better rapport with the suppliers to prioritize deliveries on time.
* Implementation of Oracle i-supplier for RFQ’s and Vendor Communication.
* To reflect superior procurement planning and control of expenditure to reduce risk and support better pricing through economies of scale.
* Providing quick assistance for any declarations and clearance letters required along with amendments and cancellations of LPO’s.
* Responsible in providing administrative support; managing and assisting in activities related to facilitating the flow of work in the department.
* Analyse and control all inventory functions including but not limited to changes in inventory items and levels, surplus of necessary items and ensure that records are kept accurate and complete as to the consumption, cost and selling price.
* Assist in periodic inventories.
* Maintaining hard copy and electronic filing system and keep a current computerized inventory system by recording all transactions on a daily basis.
* Research materials and information, communicates with vendors, review catalogues and another source material items for purchase.

**PURCHASING OFFICER / BUILDING MATERIALS IN-CHARGE**

VICSAL DevelopmentCorporation

Archbishop Reyes St. Ayala Center, Cebu City, PHILS.

*January2003 to November 2009*

Designation: **Building Materials In-Charge**

* Monitor stock material against project requirements
* Update log of each stock materials
* Maintain register log of issued materials at site Perform weekly and monthly inventory of materials Coordinate with site engineers with regards to delivery of materials at site.
* Coordinate with project engineers with regards to delivery of materials at site. Monitor materials if proper storage is maintained.
* Keep record of quotation from different supplier
* Prepare purchase order for the required materials at site /Coordinate with the supplier of materials until the materials were delivered to warehouse./preparing submittals/Quality Certificates etc...

Designation: **Expeditor/Purchase Coordinator**

Procurement Officer:

* Department Staff Supervision: Oversees the activities of the department responsible for purchases ensuring get the job done right and right on time.
* Product Purchase: Duly tasked to ensure the products and services are of high quality and standard based on procurement policies of the organization’s guiding principles.
* Data Handling: Responsible in maintaining accurate records of purchases ensuring that all relevant information concerning the organization’s supplier. It is highly important that department has important detail such as supplier’s qualifications, delivery times, potential development and products.
* Communication with Suppliers: Maintains a good professional relationship with all the suppliers and serves as major link between the organization and supplier which will enable the negotiation with ease resulting to a win-win situation.

Expeditor:

* Responsible for monitoring supplier delivery performance, communicatingcompany’s supplier expectations ad identifying problem areas promptly to take corrective action.
* Ensures on time deliveries from all suppliers to meet project demand specifically the set schedule.

**RECEIVING CLERK / INVENTORY CLERK**

VICSAL Development Corp.

Archbishop Reyes St. Ayala Center Cebu, Cebu City, PHILS

*January 2000 to December 2003*

Job Description:

* Product preparation and daily inventories.
* Assists and handles customer inquiries, complaints and suggestions.
* Suggests and creates marketing promotions.
* Assists crews with their daily reports and summarized it for weekly reports output.
* Received the item and Delivery Note with Purchase Order
* Check the item if match the Purchase Order & Delivery Note
* Check the Packing, Manufacturer & Origin if match the Purchase Order

**SKILLS:**

* Encoding, typing speed of 40wpm
* Can operate office machines/equipment such as computer, typewriter, photocopier, fax machines etc.
* Customer service oriented.

**EDUCATIONAL BACKGROUND:**

**PROFESSIONAL COURSES / TRAININGS & CERTIFICATE:**

**Certified Purchasing Professionals – CPP**

Blue Ocean Training and Consultancy

Dubai, United Arab Emirates

Duration: 26 April 2014 to 31 May 2014

* A Certified Purchasing Professional duly recognized and certified by American Purchasing Society – APS, USA. I have successfully completed training and international certification program in International Purchasing conducted by a reputable training arena, Blue Ocean Training and Consultancy carrying a Vision of honing internationally competitive professionals.

**Purchasing and Procurement Training**

26th April – 31st May

**IOSH Managing Safely Course**

International HSE Council

31st January – 21st February 2014

Abu Dhabi, UAE

**Construction Safely Essential (CSE)**

PSSP-UAE

13th August -13th December 2013

Abu Dhabi, UAE

**College** Cagayan de Oro College

Bachelor of Science in Mechanical Engineering (Undergraduate)

Cagayan de Oro City, Philippines

**Secondary** Cebu Academy

Carmen, Cebu Philippines

**PERSONAL DATA:**

Nationality: Filipino

Marital Status: Married

**CHARACTER REFERENCES:**

*Will be provided upon request*