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***Career Objective: To become part of a prestigious organization that will enable me to further develop my knowledge and skills in the field of Warehousing, Procurement, IT, Administration and Finance-related works while at the same time delivering a quality result.***

**EDUCATIONAL BACKGROUND**

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| **Diploma in CTC –Computer Technician**  **Data College San Fernando Pampanga**  San Fernando Pampanga, Philippines  **June 2000- April 2002**  **RELEVANT TRAININGS ATTENDED** |
| **Microsoft Excel 2010 Advanced Customized**  **January 21, 2014**  **ExecuTrain LLC, Dubai, U.A.E.**  **AutoCAD**  **August 2016**  **The Filipino Institute** |
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***WORK EXPERIENCE***

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| **Action International Services**  **July 2014 – July 2016**  **Dubai, U.A.E.** *Position:* **Hire Desk/ Service Desk Controller**  ***Responsibilities:***   * Responsible in document controlling * Receiving Inquiries from the client * Preparing BOQ for quotations * Preparing Margin Calculator for Sales option * Preparing Quotation for Rental option * Sending Tender Quote to Sales Engineer & Management for review & approval * Sending and follow-up of Approved Quotation to the client * Convert the Quotation once the LPO is received * Coordinates with the Technical and Warehouse Team to make sure that the equipment and accessories are in place before delivery * Responsible for updating and the MCS system of all Manpower assigned to the site * Monitoring of all Pumps & Company Vehicles using RoamWorks Application   ***Acquired Skills/Knowledge: Adept in the use of MCS Software, Microsoft Office and***  ***RoamWorks Application***  **Action International Services**  **November 2012 –June 2014**  **Dubai, U.A.E.** *Position:* **Procurement Administrator**  ***Responsibilities:***   * Responsible in document controlling. * Follow Schedules given by Procurement Team. * Follow-up with Internal Departments & Suppliers for Procurement fulfillment. * Handle customer and supplier queries in an appropriate and professional manner. * Input real-time and accurate data entry in the ERP system. * Maintain accurate records of supplier data, contact details and other supplier documents in the ERP system. * Produce reports / extracts from the ERP system as and when requested by the Procurement team. * Cover ad hoc administrative duties as requested by the Procurement team.   ***Acquired Skills/Knowledge: Adept in the Use of MCS Software and Microsoft Office***  **Action International Services**  **November 2010-November 2012**  **Dubai, U.A.E.** *Position:***Finance Coordinator Cum Assistant Accounts Payable**  ***Responsibilities:***   * Checking and arranging the timesheet of the laborers for the whole month * Receiving the invoices from the supplier * Receiving and Matching/Re-viewing of the invoices from the supplier against the LPO and the Delivery Notes from the logistics department * Working on the finance software-MCS * Distribution of invoices along with the LPO and the Delivery Notes * Following-up for the missing invoices from the suppliers through email and/or telephone call * Printing the ledger report with the use of the Peachtree Software * Preparing the payment voucher * Preparing the cheques for the supplier * Preparing a summary report of the cheques to be signed * Releasing cheques to the supplier * Sending emails to the relevant staff about their fuel consumption   ***Acquired Skills/Knowledge: Basic Accounting, Peach Tree Software, Use of MCS***  ***Software, Use of Microsoft Excel Applications***  **Action International Services**  **May 2008-October 2010**  **Dubai, U.A.E.** *Position:*  **Finance Coordinator/ IT Assistant**  ***Responsibilities:***   * In-charge of collecting the cheques in various site offices across Dubai, Sharjah and Abu Dhabi * Assists in installing the PC’s and its software’s * Perform Reception Duties from time to time which includes answering phone calls, receiving guests, sending and receiving faxes, etc.   ***Acquired Skills/Knowledge: Basic Accounting, Advanced IT skills, Basic Office***  ***Administration Skills, Excellent knowledge of UAE roads***  **Philippines Internet Cafe / Dubai**  January 2007 – January 2008  Dubai, U.A.E. *Position:*  **Shop Supervisor**  ***Responsibilities****:*   * Installation of all operating system and application. * Responsible of all café operation * Assist customers in computer-related matters. | |
| ***Acquired Skills/Knowledge: Advanced IT skills, Interpersonal Skills***  **SM Department Store**  January 2004-April 2006  Pampanga, Philippines Position:  **Warehouse Clerk**  ***Responsibilities:***   * Assists in receiving and/or unloading of goods from trucks, checking of the merchandise and matching the purchase orders and the sales orders * Assist in actual/physical counting/inventory of items * Coordinates/ Delivers received items to assigned departments * Organize the warehouse and the designated work areas for orderliness   ***Acquired Skills/Knowledge: Organization Skills, Time Management Skills***  **Garbes Realty Services**  December 2002-December 2003  San Fernando, Philippines Position:  **Database Encoder cum Secretary**  ***Responsibilities:*** | |
| * Provide administrative and secretarial support in my estate department * Provide secretarial support in the absence of the administration department secretary. * Managing a professional front with each routine responsibility like telephone, answering and receiving visitors.   ***Acquired Skills/Knowledge: Advanced IT skills, Interpersonal Skills, Basic Office***  ***Administration Skills, Microsoft Office Skills such as Word***  ***Excel and Outlook*** | |
| **PERSONAL ATTRIBUTES** | |

* Enthusiastic, self-motivated and capable of working in my own initiative.
* Disciplined and used to managing situations with integrity.
* Sharp awareness of public relations and the importance of company image.
* Smart, punctual and efficient, combined with a good sense of humor.