

Contact HR Consultant for CV No: 341227

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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.
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| ***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.