Mae

Mae.341423@2freemail.com

**OBJECTIVE**

To become one as a valuable asset in an institution that values integrity, continuous learning and growth.

**COMPETENCIES**

* Highly dependable; has a good sense of responsibility.
* Capable of setting priorities, managing multiple tasks and meeting up deadlines.
* Passion for continuous learning and growth.
* Goal oriented.
* Can work under pressure.
* Adaptable and self-motivated in a fast moving environment.
* Proficient with current computer technology.
* Knowledgeable in ISO document.
* Knowledgeable in Bassnet system.
* Holder of DMCC free zone visa, valid until 28 January 2018.
* Application of driving license is in progress.

**EXPERIENCES**

* Procurement : 3 years and 9 months ( Bulk carrier and offshore vessels)
* Legal Secretary : 5 years and 6 months

**JOB DESCRIPTION**

**NEYAH SHIP MANAGEMENT & CONSULTANTS DMCC** -21 November 2014-Present

Technical Purchase Officer

*Provides support to vessels and technical department in order to maintain the ship’s safety standard and seaworthiness in a cost efficient manner by having strong negotiation skill and maintaining a good relationship with the supplier.*

* Ensures all requisitions such as provisions, stores, spares, lube oils, and service attendance are acted and handled urgently and support the ship and technical department in a 24/7.
* Review and reduce the provisions and cleaning materials in accordance with the budget.
* Sourcing and purchasing off all supplies to the fleet, office and project requirements through local and overseas suppliers.
* Checks and follow up the readiness of the purchase orders.
* Consolidates orders in order to minimize the transportation expenses and monitors the logistic of shipment.
* Prepares documents to be dispatched via air, sea or land to their respective locations in liaise with freight forwarders, operations department, principals and appointed agents for the smooth clearance in the customs.
* Monitors vessel’s movement/schedule.
* Develops strategic alliance with suppliers to obtain the best possible terms for the company.
* Manages existing standing contracts and review the same at the end of each period for tender purpose.
* Maintains records of all requisitions, purchase orders, delivery notes and service reports for the handled vessel.
* Verifies all invoices against purchase orders and delivery notes if accordance with the terms and conditions before approval for payment.
* Prepares monthly report to the accounting and closing the open POs regarding the monthly expenses of the vessels.

**SANDIGAN SHIPS SERVICES INC.** - 08 May 2013 - 21 November 2014

Purchasing Assistant

*Provides support to the technical and business department in managing the vessel in a cost efficient manner and to assists report to the Owners.*

* Handles requisitions of 14 vessels in the assigned fleet.
* Requests quotations from two to three suppliers for price comparison.
* Coordinates with vessel if the supplier has query regarding the details of the spare/s or stores.
* Reviews quotations/offers and obtains approval from the authorize signatory before initiating purchase orders.
* Updates the supplier on vessel’s schedule and agent details.
* Coordinates with the agent regarding the arrangement made to the vessel.
* Informs the vessel regarding arrangements at the upcoming port as well as the items that cannot be supply.
* Confirms with vessels regarding the arrangements made in the last POC.
* Updates budget monitoring and assists the technical department in monitoring their budget for the whole year.
* Processes payments and informs to the supplier/agents the bank slip.
* Inputs monetary transaction for the reporting of business department to the owner.
* Prepares report and minutes of meeting that may be assigned by the leader of the Purchasing Division.

**ALLIED BANKING CORPORATION** -July 2007 - 31 January 2013

Legal Secretary

*Provides support to the Assistant Vice President and performs not only limited to clerical and administrative functions, but also researching the update and applicable jurisprudence.*

* Prepares legal documents but not limited to contracts, affidavits such as Special Power of Attorney, bid price letters, pleadings and application/withdrawal of Extra-Judicial Foreclose.
* Prepares correspondences such as but not limited to demand letters, memos, case endorsements and transmittals to other departments.
* Conducts researches on applicable laws and jurisprudence.
* Disburses Petty Cash Fund for cash advance/reimbursement of lawyers and staffs.
* Responsible in the department’s vault in safekeeping of documents which devises and maintains an extensive centralized filing.
* Monitors daily work outputs of each lawyer and prepare an annual performance report based on their work outputs.
* Responsible in training new staff.
* Prepares travel orders and requests for service car and hotel accommodation.
* Entertains visitors in behalf of the department.

**EDUCATION**

**Far Eastern University, Philippines** - 2004 - 2007

* Bachelor of Science and Busine­­ss Administration major in Legal Management
* Partial Scholar

**SEMINARS**

* 28 August 2014 :Tokio Marine Seminar
* 22 August 2014 : Maritime Labour Convention Awareness Seminar
* 12 July 2013 : Seafarer’s Seminar
* 08 June 2013 :Britania Steam Ship Insurance
* 18 May 2013 : Basics of Quality Management System according to ISO 9001 for

 Shipping Companies

* 06 October 2007 : Anti-Money Laundering Seminar

**PERSONAL BACKGROUND**

* Age : 29
* Birthdate : 20 May 1987
* Nationality : Filipino
* Status : Single
* Religion : Roman Catholic

**PERSONAL REFERENCE**

Available upon request