

Contact HR Consultant for CV No: 341984

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***The Manager***

***Head Human Resources***

***DOHA QATAR***

Dear Sir/Madam,

Allow me to begin by thanking you for the opportunity to present my credential in the hope that there exists a vacancy for the position that fits my qualification on your esteemed organization. I am interested in expanding my professional horizon by seeking new challenges in the area of any Suitable Positions.

I am enclosing my detailed resume for your kind perusal and consideration

If rendered an opportunity to serve in your organization, I sincerely assure you that I would perform my duties to the best of my ability and dedicate myself to the responsibilities entrusted to me to the utmost satisfaction of my superior.

As a team member of your organization, I can provide:

* Efficiency, reliability, accuracy with numbers
* Maturity, honesty, ability to look at challenges as opportunities
* Knowledge of general and legal office procedures
* Ability to develop and lead a team

I sincerely hope that this letter and the enclosed credentials are in accordance with the competence excepted of any individual working your department. I look forward with much anticipation to be interviewed by your good self for further information or clarification.

Thank you in advance for your kind consideration.

**Objective:**  It will be an honor for me to work in a company wherein doors for new learning horizons are never closed. And I am willing to expose myself on a job that can widen my intellectual capabilities. Furthermore, a hardworking, determined and fast learner best summarize my attitude towards work. In return, I shall be trying to exert the highest degree of excellence I am capable of, for the continued success of your company.

**Education:**

**College :** Computer Systems specialist incorporated, Miranda Street Angeles City Pampanga Bachelor of Science in Computer Technician (BSCT)

1993 – 1996

**Special Skills**

* Good practical and numeracy skills
* Knowledge of computers and softwares
* Good communication and people skills
* Ability to work well in a team creativity and problem-solving skills
* Ability to follow technical and design instructions
* Awareness of health and safety
* Well experience in working with a multi cultural work force
* Willingness to work long and irregular hours when necessary
* Friendly and confident manner with pleasant personality
* Good listening skills
* Energetic and results oriented

**Work Experience:**

**Procurement Officer**

May 9, 2010 - February 10, 2016

Al Fanar Trading

Heraa St. Jeddah K.S.A

**Job Responsibilities:**

* Managing a team of professional buyers.
* Responsible for Order Placement Timing, Supply / Demand Alignment, Material Replenishment and Supplier Performance.
* Continuously monitoring, evaluating and improving supplier performance.
* Sourcing the most affordable materials for the company manufacturing process.
* Projecting stock levels.
* Reviewing tenders and bids.
* Controlling the purchasing budget.
* Monitoring delivery times to ensure they are on time.
* Ensuring the adequate supply of all required materials, components and equipment.
* Delivering cost savings for the company.
* Managing the procurement supplier relationships for the company.
* Helping to source alternative items for buyers and customers.
* Developing sourcing strategies.
* Managing commodity cost initiatives.
* Preparing high quality tender documentation.
* Regularly contacting suppliers to renegotiate prices.
* Resolving disputes and claims with vendors and suppliers.
* Keeping all supplier programs current and accurate.
* Delegating projects and tasks to junior staff.
* Promoting best practice across the company.
* Involved in writing up contracts and the terms of sales.
* Developing relationships with distributors.
* Working to create and promote a safe working environment.
* Involved in selling off excess, damaged and inventory and stock.
* Overseeing staff training.

**Areas of Expertise:**

* Supply chain management
* Budget management
* Strong negotiating skills
* Change management
* Process management

**Work Experience:**

**Supervisor Sound and Lights Technician**

June 12 ,2005 - December 16 ,2009

Music Corner Events and Entertainment

North Obhur Jeddah K.S.A

**Job Responsibilities:**

* Set up and install equipment such as microphones, sound speakers, video screens, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing boards for events and functions such as concerts, sports events, meetings and conventions, presentations, and news conferences.
* Set up and operate sound equipment.
* Set up and operate light equipment’s and controllers.
* Confer with meeting or concert director to establish cues and directions
* Create and install custom lighting systems.
* Monitor sound feeds to ensure quality.
* Ensure equipment is installed according to designated layout.
* Test and resolve equipment issues.
* Diagnose and correct media system problems.
* Mix sound inputs and feeds.
* Coordinate audio feeds with television images.
* Send in equipment for repairs as needed.
* Switch video input sources from one camera to another.
* Discuss assignments.
* Determine filming sequences and camera movements.
* Clean audio and video equipment and store properly.
* Ensure equipment the safe transfer and shipment of equipment.
* Compress and digitize audio and video data.
* Ensure the safe storage and integrity of data.
* Perform duties on location.
* Work with computer-controlled lighting systems.
* Duplicate audio and video data.
* Turn ideas into outlines, storyboards, and images.
* Maintain inventory of equipment.

**Work Experience:**

**Car Audio and Electrical Technician**

August 12, 2001 – November 19, 2004

Bandar Ghalib & Sons Auto Electronics and Accessories

Taliah St. Jeddah K.S.A

**Job Responsibilities:**

* Install equipment and accessories such as stereos, navigation equipment, communication equipment, and security systems.
* Splice wires with knives or cutting pliers, and solder connections to fixtures and equipment.
* Cut openings and drill holes for fixtures and equipment, using electric drills and routers.
* Diagnose or repair problems with electronic equipment, such as sound, navigation, communication, and security equipment, in motor vehicles.
* Inspect and test electrical or electronic systems to locate and diagnose malfunctions, using visual inspections and testing instruments such as oscilloscopes and voltmeters.
* Run new speaker and electrical cables.
* Confer with customers to determine the nature of malfunctions.
* Remove seats, carpeting, and interiors of doors and add sound-absorbing material in empty spaces, reinstalling interior parts.
* Replace and clean electrical or electronic components.
* Estimate costs of repairs based on parts and labor charges.
* Record results of diagnostic tests.
* Build fiberglass or wooden enclosures for sound components, and fit them to automobile dimensions.

**Other Experiences and Skills:**

* Computer Hardware and Software Troubleshooting and Repairs, Installation of New Operating System and Drivers.
* Knowledge of Photo and Video Editing.
* Electronics and electrical with installation of Professional Sound and Lights For Events and Entertainment.
* Installation of Car Audio and Automotive Electrical and Mechanical Troubleshooting and Repairs.
* Specialized in SEADOO Watercraft Jetski and Jetboats Electrical and Mechanical Troubleshooting and Repairs.

Declaration;

I hereby declare that the above-mentioned information is true, complete and correct to the best of my knowledge and belief.