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# JOCELYN

# JOCELYN.360160@2freemail.com

### OBJECTIVE:

To be able to acquire and develop new skill and learn new knowledge and information that will further expand and widen my learning process and honed my experience towards self – improvement and personal advancement.

HIGHLIGHTS OF QUALIFICATION

* Highly versatile and can adjust easily to situation and people.
* Is committed and possess a sense of professionalism.
* Hardworking and supportive.
* Assumes responsibility willingly.
* Knowledge in stenography
* Knowledge in MS Application
* MS Word
* MS Excel
* MS Power Point

#### WORK EXPERIENCES:

**SILENTNIGHT U.A.E L.L.C.**

P.O. Box: 2604 Ajman, U.A.E.

Industry: Bedding Manufacturing

System Used: PeachTree

**Procurement Officer**

Contract Period: June 13,2016-June 13,2018

Function:

* Monitor the stock level of raw materials needed for the production
* Prepare purchase order either local or import items.
* Monitor delivery of purchased materials including the import goods through phone or mails.
* Negotiate prices with the suppliers
* Making estimates of new and proposed product cost.
* Analyze and calculate the landed cost of imported good to determine the equivalent unit cost value.
* Prepare& submit weekly report for the status of Import Goods and fast moving items specially import materials
* Making estimates of new and proposed product cost
* Prepare and submit costing to Contract Department for their client
* Conduct monthly physical inventory
* Collate data from various showrooms for their monthly finished goods inventory
* Reconcile Raw materials inventory.
* Providing management with reports specifying and comparing factors affecting prices and profitability of products services
* Recording cost information for use in controlling expenditures.
* Maintain procurement’s centralized data base such as item’s price list & vendor’s list

**MUNDO BUILDERS INC.**

1477 Apolinario St., cor. Gen. Mascardo Bangkal Makati

Industry: Construction ( Interior Design)

System Used: Quickbook

**Purchasing Supervisor**

February 9, 2015- June 7, 2016

Function:

* Manage Procurement staff by planning, prioritizing, assigning and work review
* Monitor of deliveries (all project-final monitoring)
* Reconcile received request vs BOM of project involved
* Validation of purchase request
* Maintain procurement’s centralized data base such as item’s price slist & vendor’s list
* Facilitate fabricated items
* Perform relate work as required
* Negotiate price with the suppliers

**FLORIDABLANCA CONSTRUCTION & DEV’T. CORP.**

Tomas-Carmen Bldg., #3854, Gen. Macabulos St., Bangkal, Makati, City

**Purchasing Head**

Industry: General Contractor ( Residential,Condominiums)

Aug. 6, 2013 – January 31, 2015

Function:

* Evaluate and Accredit suppliers
* Do canvassing of request materials, either over the phone or base on actual sample
* Determine and evaluate quotations of suppliers
* Negotiate prices w/ the suppliers
* Prepare Purchase orders
* Monitor the delivery of materials based on the date needed
* Coordinated or assign drivers for pick-up materials

**J.E. MANALO & CO., INC.**

 1188 Bernal St., cor C Raymundo Ave., Rosario Pasig City

 **Purchasing Assistant**

 Industry: General Contractor ( Bridges, Ports, High-ways, Sewage Treatment)

 System used: ERP

 December 2009-January 31, 2013

 Function:

* Prepares purchase orders and send copies to suppliers and to project/s originating requests
* Encodes CMR/EMR in the ERP System
* Responds to customer and supplier inquiries about order status, changes or cancellations.
* Perform buying duties when necessary
* Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries and other problems.
* Reviews requisition and orders in order to verify accuracy, terminology and specifications.

Prepare, maintain and revise purchasing files, reports and price lists

* Compares prices, specifications and delivery dates in order to determine the best bid among potential suppliers.
* Track the status of requisitions, contracts and orders
* Locate suppliers, using sources such as catalogs and internet and interview them to gather information about products to be ordered.
* Prepare and mails invitation-of-bid- forms to potential suppliers.
* Prepares Monthly KPI and CPARS

 **PEERLESS INTEGRATED SERVICES, INC.**

Km 54 First PJM Comp., Nat’l. High-way Bragy. Real Calamba Laguna

 **Admin Clerk / Purchasing officer**

25 May 2007 – Nov. 30, 2009

 Function:

* Office equipment maintenance & repair w/ control cost cards if available
* Office lease management
* Office facilities & utilities management
* Stock keeping & inventory management
* Prepare P.O and RCP

Lead Auditor for ISO Registration of the Company

* Manage the audit during auditing
* Identify the conformity or nonconformity of the quality management system
* Provide auditee an opportunity to improve the quality management system
* Develop audit plan ( Annual and detailed audit plan)
* Prepare checklist & CPAR

**NEWTRENDS INTERNATIONAL CORPORATION**

 **QUALITY CONTROL**

 April 27, 2005 – 15 May 2007

 Function:

* Q.C the watches & frames
* Put prices or stickers to the good watches

## SEMINARS / TRAININGS ATTENDED:

Effective Negotiating Techniques & Fundamentals of Purchasing Nov 8, 2012- Nov 8, 2012

Excellence in the Workplace December 2009-July 2010

 Effective Business Communication August 29, 2009

 Effective Written Communication Program May 31, 2008

 Audit Guidelines March 10, 2008

 Fedis Program February 23, 2008

 Internal Quality Audit Training December 12, 2007

## EDUCATIONAL ATTAINMENT:

Tertiary Bachelor of Science Office Administration

 Pamantasan ng Lungsod ng Pasay

 F.B. Harrison Pasay City

 2001-2005

 Secondary The Sisters of Mary Girlstown School

 J.P. Rizal St., Poblacaion Talisay Cebu

 1996-2000

 Primary Casuntingan Elementary School

 Casuntingan MacArthur Leyte

 1989-1995

***Character References upon request***