Sendy

Sendy.360964@2freemail.com

**Objective**

* To find suitable, challenging and growth oriented position where I can utilized my knowledge, experiences and full potential to a maximum level, enable me to contribute to the growth and success of the organization

**Profile**

* With more than six years (6) experience in Secretarial jobs, Administration and Reception.
* Well experience and knowledgeable in Procurement.
* Highly competitive self-starter, who is organized, disciplined and goal oriented
* Excellent communication skills demonstrated by ability to work with people of diverse backgrounds.
* Hardworking. High-energy worker.
* Proficient in Microsoft applications (**MS WORD, EXCEL, POWER POINT, OUTLOOK etc...)**

**Professional Experience**

**Burnus General Trading LLC**

**Deira, Dubai UAE**

**March 23, 2013 – March 30, 2017**

***Purchase Coordinator***

* Performed research activities to determine a list of possible vendors
* Sending RFQ to a various supplier and make comparison sheet.
* Contact each vendor and take information regarding price, availability and quality of products.
* Assess supplier profiles and analyze offers.
* Negotiated cost reduction with suppliers.
* Create purchase orders and have them signed from production managers.
* Send LPO and ensured accurate delivery dates & improved lead times by regularly following up on orders.
* Checked that the right amounts of materials are delivered to the stores.
* Monitored all purchase requisitions and handle adjustment with vendors
* Processed all purchase orders invoices and work payment issues with suppliers.
* Liaison with the accounting department to reconcile invoices and purchase orders.
* Handled limited inventory management activities.
* Communicated with all levels of management in the areas of planning logistics and operations.
* Performed contract administration duties such as issuing authorized contracts, amendments, etc.
* Maintained a working file of expediting related documents and memoranda of conversations to record

***ADMIN SECRETARY cum RECEPTIONIST***

* Updated and monitored of all admin contracts, agreements, licenses, insurance, all employees files such as ID’s, visa, passport, etc.
* Handling and assisting the General Manager for all documents required renewal and application.
* Assisting the Manager for all time as per work period and maintain all documents /files of General Manager
* Prepared and organized paperwork and other materials as needed for meetings, conferences, travel arrangements, trainings and expenses reports.
* Scheduled and confirmed appointments for clients, customers, or supervisors.
* Composed, typed, and distributed meeting agendas and minutes, routine correspondences and reports.
* Set up and handled incoming mail and office filing systems.
* Collected and coordinated the flow of internal and external information.
* Maintained office scheduling and event calendars.
* Managed office equipment and office space.
* Monitoring and inventory of pantry and office/warehouse stationery requirements.
* Handling incoming calls, fax, couriers, messenger and attending assisting visitors.
* Handling courier dispatch/receive packages
* Managing all administrative activities that will facilitate an overall smooth running of the office.
* Maintaining office services by organizing office operations and procedures

**West Street Jeans Manila, Philippines**

***Secretary***

June 2011- December 2012

* Attending telephone calls
* Attending and deals with the customer
* Preparation of weekly salary of staff
* Prepared sales invoice, official receipt and delivery receipt
* Monitor accounts receivables & payables
* Handling petty cash and daily expenses

**Masser Agency (Local /International) Manila, Philippines**

***Secretary***

June 2010- March 2011

* Attending telephone calls
* Prepare of payroll and monitor the salary of staff
* Monitoring accounts receivable and payables
* Follow up customer accounts balance
* Prepare sales invoice, official receipt and delivery note

**Stella Maris Academy of Malolos**

**MalolosBulacan, Philippines**

**Pre- School and Grade School Teacher**

June 2009-March 2010

* Teacher in all subjects from grade 3-4
* Prepared daily lesson plan
* Compute quarterly Grades of the students**.**
* Prepared quarterly distinction and annual awards.
* Prepared handling activity School Programs, Invitation and letters.
* Master of Ceremony in every school program.
* Organize decoration of stage in every school activities.
* Preparation of Test paper quarterly.

**Educational Profile**

**Bachelor of Elementary Education**

Area of Specialization Pre- School

De La sale Araneta University

Philippines 2006-2009 (Graduate)

**Bachelor of Elementary Education**

**Major in Library Science**

Bulacan State University

Philippines 2004-2006