Joecris.364126@2freemail.com 

**Joecris**

# Personal Information

Nationality : Filipino

Civil Status : Married

Validity Dates : 15-October-2021

Visa Status : Residence Visa

Driving License : UAE Driving License

 : Philippine Driving License

# Employment Objective

# To serve in an organization which offers challenging opportunities where my experience can be utilized and will allow me to exercise my full potential and skill and be an asset to the organization.

# Educational Attainment

June 1997 - March 2002 **Graduate of *Bachelor of Science in Electronics & Communication Engineering***

 *(5-year course***)**

 Central Colleges of the Philippines

 Aurora Blvd., Quezon City, Philippines

June 1993 - March 1997 **Secondary Education**

 Joseph Marello Institute

 San Juan, Batangas, Philippines

**Skills**

* Knowledge in the operational, organizational, and managerial realms of project
* Knowledge in handling and preparing documentations
* Knowledge in handling procurement and logistics activities
* Flexible in responding to changes and accepts new responsibilities and quickly absorbs information and procedures
* Highly motivated, can work under pressure with minimal supervision
* With high customer service
* Excellent team player and able to work on initiatives as part of the team
* With good judgment, analytical and problem solving skills
* Proficient in computer application (MS Office and internet)
* Has good command in English language

### Training & Seminars Attended

* Essential Food Safety

November 22, 2014

Required by Abu Dhabi Food Control Authority

* Planning, Leading, Organizing, Controlling

October 1 & 2, 2003

BLIMS Automatic Center, Ortigas, Pasig City, Philippines

* Basic Telemarketing

January 2003

E-Pacific Global, Inc., Emerald Square, Ortigas, Pasig City, Philippines

### Work Experiences

December 12, 2013 – Present Sales Executive

 Pan De Talk Bake Shop LLC

 Shabiya 10, Musaffa, Abu Dhabi

May 2009 – Sept. 30, 2013 QA / QC Senior Technical Document Controller

 Oil & Gas Construction Company

 Musaffa, Abu Dhabi

December 3, 2007 – May 2009 Procurement Officer

 Oil & Gas Construction Company

 Musaffa, Abu Dhabi

May 15, 2007 – August 11, 2007 Logistic Coordinator

 Toshiba Corporation, Abu Dhabi, United Arab Emirates

 **Project:** Independent Water & Power Plant

 Umm Al Nar, Sas Al Nakhl, Abu Dhabi, UAE

Nov. 30, 2004 – May 15, 2007 Procurement Officer

 Toshiba Corporation, Abu Dhabi, United Arab Emirates

 **Project:** Independent Water & Power Plant

 Umm Al Nar, Sas Al Nakhl, Abu Dhabi, UAE

May 19, 2003 - Nov. 19, 2003 Management Trainee

 BLIMS Fine Furniture, Mandaluyong City, Philippines

Aug 21, 2002 - Jan 21, 2003 Customer Service Associates

 Viva Video City, Quezon City, Philippines

June 2001 - Nov 2001 Technical Crew

 GMA Network, Quezon City, Philippines

##### Job Descriptions

## As SALES EXECUTIVE

* Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
* Sells products by establishing contact and developing relationships with prospects; recommending solutions.
* Maintain relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
* Identifies product improvements or new products by remaining current on industry trends, market activities and competitors.
* Dealing with suppliers to purchase the materials and ensuring that the best price is quoted
* Prepares report by collecting, analyzing and summarizing information.
* Maintains quality service by establishing and enforcing organization standards.
* Contributes to team effort by accomplishing related results as needed.

**AS QA / QC SENIOR TECHNICAL DOCUMENT CONTROLLER**

* To send and receive the QA/QC deliverables and comments from/to Clients
* To control the QA/QC deliverables list throughout the process of document submission till all the documents are approved and issued to concerned departments for implementation.
* To maintain and update progressively the Job Dossier file from the starting of the project.
* Updating daily inspection report in the system to generate documents like Weld & NDE summary, Material Traceability etc.
* Coordinate with QA/QC Staff /Production Department to correct mistakes in inspection report.
* Prepare the final as built data dossier
* Maintain and update the file of drawings so that the only latest applicable drawings are available on the file.
* Maintain the original copies of approved procedures in the job file till the final dossier is prepared and submitted to Client for approval.
* Maintain the rejection log, and records for rejection analysis.
* Maintain the Calibration Certificates for the inspection equipment used.
* Project based status report updating as per agreed formats.
* Maintain the project specific welder continuity records for the welders used in specific projects.
* Raise RFI as per instruction of the responsible Lead QA/QC / QA/QC Engineer / QA/QC Inspector for a Project.
* Shall be responsible for assisting HSE Department to achieve Zero LTI, and an accident free working environment.
* Raise Stop Cards, reporting Near Misses etc. and shall have 100% commitment towards the management system followed in the Organization.
* Follow up for closing of Non Conformances and guide the other Department if they difficulty.
* Active participation in QA/QC Meeting for improving the work habits, reducing delay and over work, and to make the system efficient.

## As Procurement Officer

* Identifying and selecting vendors to purchase and ensure that criteria such as specification, price, quality, quantity, and delivery date are met.
* Responsible for reviewing all material/supply requests and compare it with project budget and project schedules.
* Assist in placing purchasing orders for required materials/supplies and ensuring timely delivery and in accordance with project requirements.
* Prepare purchase orders and ensure details on time of delivery and material specification.
* Organize and maintain numerous purchasing tasks in a busy and pressured environment
* Responsible for negotiating the most favourable contract terms and conditions possible to achieve best value purchasing.
* Analyses procurement requirements and selects the most appropriate methods based on interpretation and assessment of established policies, practices, and experience
* Monitor and review vendor agreements as well as review and process invoices for payments, resolving any problem that arises.
* Maintain and update comprehensive procurement records on materials and suppliers and ensuring accuracy and integrity of data.
* Responsible for maintaining the day to day activities of purchasing registers as well as daily and weekly reports.
* Monitor operational issues and manage working procedures.
* Support the Stores personnel in the administration and maintenance of all paperwork and delivery notes and ensure they are filed for audit inspection.
* Ensure minimum and maximum stock thresholds are maintained at all times.

## As Logistic Coordinator

* Supervising the Material Control Group
* Handles cargoes for export & import
* In-charge for clearing imported cargoes with Abu Dhabi Airport Services & and handles custom formalities
* Coordinates with courier service(s) for custom clearance
* Handles proper invoicing for incoming shipments
* Receives messages from the contact company for incoming cargoes
* Responsible for cost efficient and on-time receiving, storage and issuance of materials based on procedure set by the company
* Responsible for inventory stock
* Responsible for housekeeping of warehouse facilities and maintenance of the building
* In-charge of safe loading and unloading of materials in proper storage
* Ensuring that all transactions are entered & updated in the system
* In-charge in assigning one separate location only for materials which is damaged, surplus, and obsolete materials and supervise proper disposal of scrap base on company directives
* Conducts random inventory of items to ensure accuracy of stock as frequent as possible.

## As Procurement Officer

* Supervising all incoming deliveries and outgoing cargoes
* Ensuring that all items are properly counted and received based on the packing list, receipts, certifications and other shipping documents.
* Making documents of proof that the deliveries are already received from the site
* Conducts random inventory of items monthly to ensure the accuracy of stock.
* Ensuring that all the transactions are entered and updated in system/computer on a daily basis
* Dealing with suppliers to purchase the materials and ensuring that the best price is quoted
* Preparing Local Purchase Orders and preparing the terms and conditions
* Coordinates the status / availability of materials with the suppliers and subcontractors
* Coordinates with other Sections / Departments/ Site Engineers for the needed materials

## As Management Trainee

* Supervise Manpower allocation, shifting schedules and the whole store
* Preparing monthly inventory and sales report
* In charge in receiving operation for local and imported items
* Handles cash and credit card transactions
* Handles customer complaints and suggestions

## As Customer Service Associates

* Assisting customers for their needs
* Handles cash and credit cards transactions
* Preparing monthly sales report
* Preparing inventory report
* Handles customer complaints and suggestions

## As Technical Crew

* Assisting cameramen and network engineers

##### References & School Certificates

## Available upon request

I hereby confirm that the above-given information’s are true and correct to the best of my knowledge & belief.