**CHONA**

Email: chona-396800@gulfjobseeker.com

**JOB APPLICATION:**



**Administrative Officer**

**Procurement Officer**

**Executive Secretary**

**OBJECTIVE:**



To be employed in an organization where I can share the skills and knowledge which I’ve gained so far in order to make significant contributions towards the goals of the company while continuing professional growth.

**SKILLS:**



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|  | Time Management |  | Microsoft Proficiency |
|  | Data Management |  | AS400 Proficiency |
|  | Problem Solving |  | Type 85 wpm |
|  | Multi-Taking Skills |  | Self-motivated |
|  | Goal oriented |  | Strong verbal communication |
|  | Customer Oriented |  | Good interpersonal skills |

* Well organized

**PROFESSIONAL SUMMARY:**



* Motivated with 10+ years’ progressing working experience in Procurement and Administration in a fast-paced company.
* With strong leadership and relationship-building skills.
* Customer-oriented individual with strong history of leading high-performance teams to meet or exceed objectives.
* Goal Oriented Skills focus on task, giving end results. Highly motivated individual in achieving goals.
* Dedicated and hardworking with internal drive to deliver excellence.
* With strong background in training and team development.
* Analytical Thinking which involve huge amount of purchases that provides quality product at low costs.
* Strong negotiation skills which starts in preparation, planning, justification, problem solving, closure and implementation.
* Computer Competency with training on Microsoft Office & AS400 that makes great work done.
* Multi-tasking Skills know how to prioritize things. Believe in the essential power of to-do List. Proven initiative and has ability to work with minimal supervision.
* Expose in an International Set-up environment. Can handle pressure.

**WORK HISTORY:**



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| **Procurement Officer** |  | June, 2015 – to Current |
| Construction Compan - Dubai, UAE |  |

* Prepared material orders enquiry to complete projects on time and within budget by obtaining several quotations from suppliers
* Communicated with MEP Suppliers to get their support by submitting their offer, coordinating with them the status of each Tender Project which they have quoted and by listening to their concerns and answering questions and queries.
* Coordinated and get support with Technical Team regarding all queries from suppliers.
* Improved company customer service rating by 98%.
* Analyzed departmental follow-up system to maximize the objective of obtaining quotations from suppliers.
* Performed initial suppliers’ assessment and analysis to ensure that correct information required are being met.
* Monitored and maintained suppliers’ registry or directory to keep track updated information.
* Monitored and maintained databases of all project tenders for bidding. For follow-up purposes.
* Focal point person for the newly awarded projects.
* Created a highly organized filing system.

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| **Procurement and Administration Officer** | June 2013 – May 2015 |
| METLIFE (Insurance Company) – Dubai, UAE |  |

* Created itineraries, booked travel and managed expenses for almost 400 employees with their corporate operations.
* Managed budget and tracked expenses against plans.
* Delivered an exceptional level of service to each customer by listening to concerns and answering questions.
* Provided strong attention to details, exemplary customer service and team-player attitude.
* Assisted various business groups and other senior leadership by coordinating meetings and preparing conference room with zero delays.
* Worked directly with several departments to achieve our Turn Around Time progress results
* Provided administrative support, including processing purchase order, service contract and financial reports.
* Supported HR functions, including new hire orientation and equipment allocation
* Monitored multiple databases to keep track of all company inventory activities including ordering and requisitions, stocking and shipment receiving.
* Ordered all office supplies, including ink cartridges, toner, paper, IT Hardware, software and reducing cost for 30% thru negotiations
* Decrease corporate costs by researching pricing, ordering and maintaining office equipment
* Managed all transactions and task regarding petty cash and purchase orders
* Drafted and distributed invoices for outstanding payments to over hundreds of suppliers
* Established efficient workflow processes of procurement systems, monitored daily productivity and implemented modifications to improve overall effectiveness of office personnel and activities.
* Contributed to team goal-achievement and develop customer service improvement initiatives
* Maintained a highly organized filing system

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| **Department Secretary / Administrator** | May 2008 – May 2013 |
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| Habtoor Leighton Specon LLC (Construction Company), Dubai-UAE |  |

* Adhered to security requirements by screening visitors, updating logs and issuing temporary passes, provided friendly and knowledgeable assistance.
* Answered, responded to and transferred over daily phone calls on multi-line phone system
* Managed clerical needs of company employees, including copying, faxing and file management
* Analyzed departmental documents for appropriate distribution and filing
* Monitored multiple databases to keep track of all company project history
* Administered document management systems and related procedures that allow organization to capture, store, retrieve, destroy and share electronic records and documents.
* Worked directly with engineers, technical manager, supplier’s management to achieve completion of projects for bidding
* Created boardroom and meeting room to enhanced understanding between suppliers and management team
* Improved company customer service rating by 98%
* Managed all transactions and task regarding petty cash and purchase orders
* Ordered all office supplies, including ink cartridges, toner, paper, IT Hardware, software and reducing cost for 30% thru negotiations
* Created a highly organized filing system.

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| **Jr. Field Procurement** |  | March 2007 – May 2008 |
| International Organization for Migration – Philippines |  |  |
| **Procurement Officer** |  | Jan 2003 | – March 2007 |
| OB Montessori Centre Inc – Philippines |  |  |
| **Procurement Officer** |  | Jan 1997 | – Dec 2002 |
| Wise and Company Inc. |  |  |
| **Inventory and Quality Control Assistant** |  | Jun 1991 – Dec 1996 |
| Procter and Gamble Philippines |  |  |

* Monitored multiple databases to keep track of all company inventory
* Improved company customer service rating by 98%
* Implemented new team onboarding inventory program reducing training from 4weeks to 2 weeks
* Managed team of 8 employees in the warehouse. Overseeing their professional growth in their performance by leading, motivating and supervising them and come out with productive output
* Maintained the accuracy of systems versus physical count of all items by ensuring on-time data entry in the systems
* Worked directly with all manufacturing departments to achieve availability of stocks and provide inventory record summary
* Analyzed company-wide inventory report for appropriate distribution and filing
* Focal point person for all inventory enquiries
* Created a highly organized filing system.

**EDUCATION:**



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| Bachelor in Computer Data Processing Management | 1987 |
| Polytechnic University of the Philippines – Manila |  |

* Recipient of Study Now Pay Later Government Scholarship
* 4-year computer course which offer studies in computer management, administrative duties, financial responsibilities that specializes in administration, computer data base and operation flow as well.

**CERTIFICATION:**



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| Microsoft Word Trading |  | 1995 |
| Procter & Gamble Philippines |  |  |
| in cooperation with Manna Soft Technical Corp. |  |
| Advance Security in the Field |  | 2007 |
| United Nations Dept. of Safety and Security |  |
| Basic Security in the Field – Staff Safety, Health & Welfare | 2007 |
| United Nations Dept. of Safety and Security |  |
| **PERSONAL DETAILS:** |  |  |
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| Marital Status: | Married |  |
| Visa Status: | Employment Visa-Transferrable |  |
| Location: | Dubai, UAE |  |
| Driver’s License Details: |  |  |
| Expiry Date: | 21May2024 |  |
| Place of Issue: | Dubai |  |