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**Ruel**

**Ruel.7116@2freemail.com**

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A graduate of Bachelor of Science Business Administration, dynamic, self-motivated and resourceful professional with almost 10 years GCC experience and exposed to a wide range of industries and played different roles in back office support assisting Sales, Finance, Inventory, Logistics and Customer Service Possesses a good team spirit, deadline oriented and the ability to multitask and at the same time manage priorities.

Yours truly is seeking for a position which helps me utilize and further enhance my knowledge and experiences

**SKILLS AND CAPABILITIES:**

* Excellent verbal and written communication skills.
* Well versed in Microsoft Office applications.
* Language Proficiency : English: Excellent both in written and verbal
* High organizational skills. Pro-active. Able to work under pressure.
* Can work well as individual and as part of a team.

**QUALIFICATIONS:**

* Psychometric Assessment Tests administration qualified (Psytech International certified)
* Handles GeneSys Online System (Psychometric Assessment system created by Psytech International UK and SAGE 50 Accounting System
* Assists clients on issues concerning the psychometric tools
* Works well on structured systems & strategies resolving conflicts, ease workload & lessen work time.
* Creates reports submitted on a regular basis

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**PROFESSIONAL EXPERIENCE:**

**Company: Arabian Assessment and Development Centre LLC FZ**

**Date: 20 January 2008 to present**

**Position:** Administrative Officer

**Duties and responsibilities:**

* Does psychometric testings and generate reports on-behalf of clients
* Administers online, in-office and out of office Psychometric Assessment Tests on behalf of respective HR departments of clientele in their selection/promotional processes
* Does accounting related works, invoicing, quotations, purchase orders using the Sage 50 Accounting System and follows up outstanding invoices and payment of clients
* Does Technical assistance/troubleshooting for clients when using Psytech’s GeneSys Online System
* Does other HR and Finance related works, company registrations to clients and updates

**Company: City Government of Makati – Procurement Office**

**Date: 16 July 1996 to October 2007**

**Position:** Purchasing Officer

**Duties and responsibilities:**

* Does canvassing of medical and construction supplies prices
* Prepares and checks all documents needed reference to bidding process
* Prepares and checks the corrects of the Purchase Order and other supporting documents
* Does inspection of delivered goods in accordance to the specifications bid out.
* Regularly check and remove equipment and materials no longer serviceable but still in the inventory records of the company.
* Maintain quarterly inventory records of newly acquired equipment for easy reference for annual preparation of such & prepared annual report ahead of schedules to maintain ample time for corrections & next inventory
* Maintain records of suppliers, their standings in the market & updated price indexes of equipment & materials/supplies frequently purchased by the company.

**TRAININGS**

**European Federation of Psychologists' Associations (EFPA) Level 1 & 2 Assessment Course**

Dubai, UAE

February 2010

Psytech International UK

**Electronic Procurement System Training**

Manila, Philippines

May 2008

Department of Budget and Management - Philippines

**Gender and Development Orientation Seminar**

City of Makati, Philippines

August 2005

**Internal Control Structure Seminar**

City of Makati, Philippines

October 2003

Commission on Audit – Philippines

**Basic Customer Service Skills Seminar/Workshop**

August 2003

Civil Service Commission – Philippines

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**EDUCATIONAL BACKGROUND:**

**Bachelor of Science in Business Administration**

University of Makati, Philippines

2001

**Healthcare Assistance Course**

ICCT Colleges Foundations, Inc.

2003

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**PERSONAL INFORMATION:**

Visa Status : Residence

Nationality : Filipino

Civil Status : Single

*Other personal info and reference available upon request*