‍‍Bernadette

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| **OBJECTIVE**A challenging and growth oriented position in a progressive company, where I contribute to the organization's success with my experience & through my innovative ideas and desire to achieve excellence.**SUMMARY**Experienced as a Procurement Officer (purchase/buyer/document controller and database)Experienced as an Import CoordinatorAssist in the Logistics Department (checking, stacking, inventory)Experienced as a Marketing AssistantExperienced as a Customer AssistantExperienced as a TelecollectorExperienced as a CashierExperienced as an Assistant Electrical Engineer* Consistent performer with a strong track record, positive attitude, with ability to handle assignments under high pressure and minimal supervision. Hospitality and respect to others. Always customer first and aims customer satisfaction always.
* Responsibilities of Fully Computerized & Resource Planning Procurement.
* Screening of Requisitions Prior. In-charge of Procurement as approved and confirmed by CFO and CEO. Material Procurement Receipts, Physical Inspection, Stacking, Maintaining Minimum & Maximum Level of Critical & Fast Moving Items, Maintaining All Procurement Documents.
* Materials Management, Purchase order work under Purchase Order is prepared in the System requirement, Reconciliation vendor Statement with System & Manual. Stock Verification, Analysis of Vendor Performance & Price Variance & Purchase related all responsibility.
* New Vendor Development, Price Negotiation with vendor, PO releasing, Material Delivery and Payment etc.

**SKILL SETS** Procurement of Material* Material Management
* Expediting
* Billing
* Comparative Statement
* Budgeting
* Documentation
* Negotiation with vendors
* Vendor Management

**TECHNICAL SKILLS**Computer Literate.* Microsoft Word.
* Microsoft Excel.
* Power point.
* Internet. Google. Facebook

**WORK EXPERIENCE**PROCUREMENT OFFICER (JULY 7, 2014 – August 20, 2016)Company: COVA Construction and Consulting Services Phils., Inc. [www.covadesign.com](http://www.covadesign.com) or <https://www.facebook.com/covaservices/> **PROJECTS UNDERTAKEN**Project: Thunderbird Villas and Resorts, Tuscany Project (subdivision), Villas and Residential Houses (Foreign Home Owners)Responsibilities* Purchasing of materials needed from structural to finishing.
* Preparing documents and forwarding it to relevant suppliers/agents to obtain Quotations.
* Preparing Purchase Order.
* Liaison with suppliers and follow-up for timely receipt of materials.
* Maintaining records/database of various categories of approved suppliers.
* Preparation of Comparative Statement of Quotes.
* Responsibilities of Fully Computerized & Procurement based on online Purchase Order is prepared in the Company’s System.
* Screening of Requisitions Prior to Forwarding for procurement In-charge.
* Procurement of Material, Physical Inspection, Stacking, Maintaining Minimum & Maximum Level of Critical & Fast Moving Items, Maintaining All Procurement Documents.

**KEY RESULT AREAS**Materials Management: Procurement of all kinds of Material (Civil, Mechanical & Electrical).In Civil: Procurement of Research Management Centre, Shuttering Ply Wood, Grouting Material, Epoxy Grout, Admixture, Curing Compounds, Sand, Aggregate, Cement, Anchor Bolt, Rebar, MS Bar, Nails Binding Wire, water proofing compound, Paint, Bricks.In Mechanical: All types of Fittings (Elbow, Coupling, Valve, Flanges,) Pipe, Piping Material, Stud Bolt, Fasteners etc. In Electrical: All types of Electrical and also consumable materials of Project.Purchase order work under based on Company’s System and online Purchase Order is prepared, Reconciliation vendor Statement with System & Manual.Stock Verification, Analysis of Vendor Performance & Price Variance & Purchase related all responsibility: New Vendor Development, Price Negotiation with vendor, PO releases, Material Delivery and Payment etc.Budgeting: Monthly Budget is prepared as per the requirement of Project (At Site), Supply Chain.Logistics: Looking for entire logistics Operation.Warehouse: Responsible for entire warehouse & secondary manpower.Supply Chain: Handing independently entire supply chain process inbound & outbound.**OTHER WORK EXPERIENCE****IMPORT COORDINATOR (November 2014–December 2016)**Responsibilities of Fully Computerized & Procurement based on online Purchase Order are prepared in the Company’s System.Outsource for Vendors from ChinaProcurement of Material, Physical Inspection, StackingMaintaining All Procurement Documents.Importation Documents and Processing.Bill of LadingCustoms Processing and DocumentationScreening of Materials received, Physical Inspection, StackingFacilitates and negotiate with regards to availability of materials, date of completion, time release, and time of arrival.All huge success on the deadline of completion before the requested date needed.**TELECOLLECTOR / CUSTOMER ASSISTANT (March 2013 – August 2013)**FOREST LAKE – LA UNION San Fernando City, La UnionAnswer phone incoming and outgoing calls from investors/clientsMonitors and compute accounts payable, deadline of payment, and over dues Answers queries regarding information of updates and delay of payments Expedites payments for higher monthly targetsDisseminate promos and discounts for credible clientsOrganize and arrange files and documents for easy accessAssist in the promotion of products for more clients to avail products**MARKETING ASSISTANT (April 2012 – December 2012)**SYNERGY CONTACT SOLUTIONS San Fernando City, La UnionOutsource reliable consumers to purchase items for greater incomeEncourage consumers for promos and updates of productsCommunicates well to clients and turn out positive feedback for a long-term consumption of our productsWorks overtime as needed to attain target sales**CASHIER (April 12, 2005 – October 19, 2005)**JOLLIBEE FOOD CORPORATION San Fernando City, La UnionGreet and welcome consumers at the counter with a smileListen and take orders efficiently and attentivelySuggest products for additional ordersCall out orders for advance preparationPrepares and assemble food orderedServe complete and arranged in an orderly manner as fast as possibleSays thank you and encourage customer to come again.**ON THE JOB TRAINING IN THE FIELD OF ELECTRICAL(*April 13 to May 27, 2009)***Philex Mining CorporationTuba, Benguet* Installation on building wires for residential houses
* Assist in troubleshooting
* Install electrical wire replacement, circuit breakers, switches and outlets
* Familiarization of the industrial electrical source surface and underground
* Observe and learned the processing of ore deposit coming from underground to surface through milling process down to end product which is called “concrete” as raw material for metals, wires etc. using PLC system.
* Assist in the rewinding of motors and placing oil lubricants for equipment in the motor pool area.

**TRAINING*** TRAINING ON EFFECTIVE PURCHASING MANAGEMENT – February 2015

FIRST BASIC LIFE SUPPORT INSTRUCTOR’S TRAINING COURSE - *February 16 to 20, 2009* DMMMSU – MLUCSan Fernando City, La UnionJOB PLACEMENT SEMINAR *February 4 to 5, 2009* DMMMSU – MLUCSan Fernando City, La UnionPOWER AWARENESS SEMINAR *April 27, 2006 -* Oasis Country ResortSan Fernando City, La Union**ACADEMIC QUALIFICATIONS*****Bachelor of Science in Electrical Engineering*** from Don Mariano Marcos Memorial State University. 2005 -2010**EXTRA CURRICULAR ACTIVITIES**Best Employee of the Year award from COVA Construction & Consulting Services year 2014.**PERSONAL DETAILS***Date of Birth*: October 29, 1984*Address:* Toyota Bldg., Zayed, Dubai, UAELanguages Known: English |