***KRISHEL***

[***Krishel.352752@2freemail.com***](mailto:Krishel.352752@2freemail.com)

***CAREER SUMMARY***

More than 2 years as a Purchasing Assistant in Sole Proprietorship Industry and 7 years Manufacturing Procurement and Administrative Assistant of experience in previous employer providing thorough and skillful support to operations and senior executives.

**PURCHASING REPRESENTATIVE**

***KEY QUALIFICATIONS***

* Matchless negotiating, persuasive and procurement skills
* Adept at all purchases record keeping
* Proficient in taking cost reduction procurement initiatives
* Well practiced in arranging purchase shipments on time
* Skilled in preparation of procurement orders and processing of relevant transactions

***WORK EXPERIENCE***

**Purchasing Representative cum Document Controller I Ali & Sons Co. LLC I 09/2014 - Present**

**P.O. box 915, Musaffah, Abu Dhabi City, UAE**

* Executed purchase orders and delivery of materials to meet customer order requirements.
* Obtained and analyzed quotations; negotiated the most favorable price and terms with the vendors.
* Compared quotation prices with the specifications through SAP system and obtained the approval prior raising the orders.
* Ensured profitability of Contracts & most cost effective and appropriate materials are purchased.
* Reviewed requisitions and conforming documents to verify coding information for computer input.
* Organized, updates and retained product information files & purchase order records.
* Ensured the merchandise, supplies and equipment are shipped according to the lead time given by the suppliers.
* Inspect all invoices and receiving reports to determine if quantity ordered matches quantity received; review prices, and payments terms to ensure agreement with purchase order and dispose of discrepancies. Maintain interface with vendors to ensure the procurement of high quality merchandise, expedient delivery, and dependable services at optimum price, referring problems involving deliveries or invoices to the buyer for resolution.
* Analyzed the markets to determine vendor sources and product availability; keep abreast of market fluctuations affecting prices; inform purchaser of new product development.

**Mfg. Procurement Assistant I SunPower Manufacturing Limited I July 2011– July 2014**

**100 East Main Ave. LTI Binan Laguna Philippines**

* Check support status of assigned commodities; monitor deliveries of open PO’s; expedite orders.
* Forecast manufacturing consumable consumption inventory per quarter.
* Established inventory and control in consumable materials of the Manufacturing.
* Generate purchase request (iProcurement) item based on the lead time and min inventory before the stock turn to zero that needs by the manufacturing through ORACLE Systems.
* Monitor and follow through status of delivery and make the necessary arrangement for those critical items.
* Close payment transaction issues. Communicate with accounting and giving payment information to the suppliers.
* Introduce and take leads on driving of Cost Reduction Projects, seeks lower cost alternative materials and peripherals, update commodity spend and cost reduction report.
* Leads 5S and Lean Kaizen Improvements through World class standards and write it on the specification for documentation and ensure that an improvement has been implemented globally.
* Executed plans/strategy/improvements given by Staff Supervisor and Manager.
* Performed other related duties as may be required from time to time.
* Submit report weekly of team performance vs the performance metrics given by the department (critical node chart).
* Interfacing in any business such as QA, Engineering, and Manufacturing and involved in SPC and SPS meetings.

***Other Duties and Responsibilities***

***Admin Assistant- (Support)***

* Maintains workflow by studying methods; implementing cost reductions; and developing reporting procedures.
* Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes.
* Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
* Resolved administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
* Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
* Provides information by answering questions and requests.
* Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
* Completes operational requirements by scheduling and assigning administrative projects; expediting work results.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
* Contributes to team effort by accomplishing related results as needed.
* Leads 5S and Lean Kaizen Improvements through World class standards and write it on the specification for documentation and ensure that an improvement has been implemented globally.
* Interfacing in any business such as QA, Engineering, and Manufacturing and involved in SPC and SPS meetings.

***Quality Assurance Technician-July 2008 – June 2011***

* Ensure SPMM products, process, materials and equipment aligned in current operation program of the company.
* Implement, sustain process, quality control procedures, field installation test and reliability monitoring of manufactured products.
* Assists QA Engineer on various reviews and implementation of FMEAs, OCAPs, Non-conforming products, Correction/Preventive action verification and closure.
* Conduct the various audits(systems, process, products) both for internal external and customer audits, Implement, sustain process, quality control procedures, of manufactured products.
* Perform product failure analysis, constructive analysis for root cause analysis and product/process improvement.
* Conducts Out of Box Audit (OBA)/Outgoing Quality Audit (OQA)
* Conducts verification effectiveness audit on actions that address OBA/OQA defects
* Take leads and involved on Company certifications, Customer visits and other company major activities such as TUV, JET, DNV, UL, BV etc.

***Operation Technician - August 08, 2007 –July 2008***

* Operates appropriate equipment in performing functions utilizing departmental standards.
* Assist in setting up work station and follows written and verbal process specifications in completing all assignments.
* Ensures good quality output based on defined parameters and control on time delivery of product.

***ACCOMPLISHMENT AND RECOGNITIONS***

* Contributed to ISO 9001:2008 Company Certification.
* Established KanbanSystems(KAIZEN) demarcation in Production floors.
* Established and Improved 5S Procedures, Specifications and controls to make Sunpower module manufacturing as a World Class Solar Manufacturing Company.
* Promoted and Implement ESD smocks uniform as the direction of the company for the uniform ESD standards.
* Involved and Participated in Lean kaizen activity to make the production floor to streamline process.
* Recognized as outstanding performance as SPC member in SPC program deployment August 2009
* 2nd Place Best SPC Team Manufacturing on 11th SPMM SPC regional review September 2011.
* Best in Bright Idea with highest cost impact on 12thSPMM SPC regional review March 2012.
* Established 5S cleaning routine and ergonomic exercise in entire production area to impose discipline, productivity and to improved quality of the product.
* Accomplished **Cross the finish line and a Job well done 2010 Prism Awards** for making in a point of all 600 DLs to finish the Self-assessment at the Talent tool box on time as set by the system.

**Sales Man/Consignor Monarc FurnishingsSM City Sta. Rosa Dep’t Store*-*Feb 2006 – May 2007**

* Sell mattresses merchandise and hit the required quota defined by the Management.
* Manage inventory of stocks vs. on the items sales sold.
* Require stocks order for the replenishment of the items.
* Customer service assists.

# EDUCATION

**Bachelor of Science in Industrial Engineering(BSIE)**

University of Batangas, City of Batangas, April 2013

**Bachelor of Industrial Technology-Computer Engineering Technology**

Batangas State University, Balayan Campus, BalayanBatangas, April 2004

***PERSONAL DATA***

Date of Birth September 14, 1984

Sex Male

Civil Status Single

Citizenship Filipino

Language Spoken English, Filipino

**Seminar/Training Attended:**

* **Basic Statistical Process Control**
* **7 QC Tools-2012**
* **Why-why Analysis-**2008
* **Environmental Management System ISO-14001-2009**
* **How to Manage Difficult People-**2009
* **Communication 101 and Assertive Communication-**2009
* **CatsWeb Audit System-**2010
* **Quality management System-**2010
* **8 Discipline Workshop-**2010
* **Basic IE-**2010
* **Thought Management-**2010
* **Basic Auditing-**2010
* **Leadership Training-**2010
* **5S Auditing Course**
* Personality Development-2010
* ABC’S of Leaderships-2010
* *Understanding, Documenting &Implementing an ISO 14001:2004 EMS August 3&11, 2010*
* Shingitjutsu Kaizen Worshop SunPower Production System October 6, 2010
* 5S Seminar and Workshop Dec. 2-3, 2010
* Shingitjutsu Kaizen Worshop SunPower Production SystemMay.16, 2011
* Shingitjutsu Kaizen Worshop SunPower Production System Oct.21, 2011
* Microsoft Office Excel 2010 Jan. 26, 2012
* 18th External Kaizen Workshop April 27, 2012
* SunPower Production System SPMM Internal Kaizen Workshop July 30, 2012
* Shingitjutsu Kaizen Worshop Aug. 17, 2012
* Interaction Management: Essentials of LeadershipsJune 2013
* 7 Habits of Highly Effective People October 2013

***PERSONAL SKILLS***

* Strong Teamwork and leadership skills with high level of commitments.
* Strong coordination, Planning and problem solving abilities
* Knowledgeable and experienced SPC systems and QC tools
* Exceptional knowledge of purchasing techniques and tools
* Self-starter with exceptional interpersonal and organizational abilities, and a proven history of managing multiple projects simultaneously while supporting daily office operations.
* Knowledgeable in ISO 9001:2008
* Good communication skills both oral and written
* Have the ability to work well in all level
* Highly Skilled in SAP ERP Systems.
* Highly skilled on Oracle MRP and prod transactions (iProcurement)
* Proficient in Microsoft office suite: advanced Excel, Word, Power point, Outlook, In-house proprietary production system software

I hereby declare that the above information given is true and correct.