*****Profile of:*

**CEFERINO**

**Procurement Engineer**

Dubai: Dubai, UAE

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**CAREER OBJECTIVE**

Looking forward for challenging and enriching role in the field of procurement and strengthen the overall organizational performance that drives towards profits.

**PROFESSIONAL SUMMARY**

Highly dedicated and experienced Procurement Engineer with almost 10 years in determining technical procurement requirements, implementing process and programs, and performing evaluation to ensure compliance with technical specifications and quality requirements. I have had also extensive sales work experiences in various service industries, giving me varied skills to work with many different types of people. Team player and can work independently with less supervision.

**WORK EXPERIENCE**

**Nov. 2015 – Jan. 2018** **PROCUREMENT ENGINEER** (Site Procurement Department)

Turaif City, Saudi Arabia For: Ma’aden Umm Wu’al Phosphate Project (Package 3A)

**China Huanqiu Contracting & Engineering Corp. – Saudi branch** (HQC)

HQC is an international engineering corporation with EPC capability, integrating services including engineering, procurement, construction management and commissioning supervision.

* Work with the Project Procurement Manager with equipment vendor outstanding issues, their responsibilities and their contract status;
* Manage and coordinate construction site problems with the appropriate vendor to resolve the issues;
* Work with the Materials Group on vendor deliveries and improve time lines and noncompliance (QSR & NCR);
* Maintain the purchase order tracking system and coordinate delivery status of equipment and materials to the construction site teams;
* Review form bid packages and communicate with accredited vendors to issue bid request, and receive submitted bids;
* Manage evaluation of bids, technical and quality assurance validation then create a bid summary and recommendation letter for approval in accordance with established project procedures;
* Manage supplier activity, initiate follow-up actions with the vendor and ensure performance in accordance with contract terms and conditions.

**Jul. – Nov. 2015** **PROCUREMENT ENGINEER**

Jubail City, Saudi Arabia **Advanced Engineering** (AENG)

AENG provides engineering, procurement and construction [services](http://www.aeng.com.sa/services/) for residential, industrial and commercial projects.

* Effectively communicated with accredited vendors and agency representatives, obtained product information and availability; and solicited bids;
* Managed requests of end users and conferred with vendors concerning products, damaged goods, delayed payments or related information;
* Worked with the selected supplier, requesting party; and managed my procurement activities.

**Jan. 2011 – Jul. 2015 PROCUREMENT HEAD**

Manila, Philippines **Metchem Business Solutions Inc.** (METCHEM)

METCHEM, a power solutions company and engaged also in telecommunications outside plant engineering, construction and communication tower erection.

* Provided regular reporting on status of procurement activity and on conformance with the contract schedule to the President;
* Organized and implemented sourcing strategies, met identified opportunities and accordingly prioritized team activity;
* Identified key vendors, developed action strategic relationship and executed plans consistent to overall goals and objectives;
* Led procurement risk assessment, achieved significant cost savings and implemented operational improvements;
* Effectively organized and managed procurement implementation, personnel enhancement, team budget, logistics operation, materials and inventory control;
* Worked with product development team and supported specific business projects.

**Jan. 2009 – Dec. 2010 PROCUREMENT ENGINEER**

* Provided sourcing of materials / services from suppliers / contractors including cost, availability of supply, and delivery time lines;
* Evaluated requirement, established purchase price and ensured that the company procured at the most competitive price;
* Managed purchase order generation, approval, delivery schedule and ensured all materials /services are available on time.
* Worked closely with both local and international logistics companies, and facilitated offshore procurement and documentation process;
* Established long term strategic vendor relationships, resolved supplier side and technical issues and reduced cause of delays.

**Jan. 2007 – Dec. 2008 BUSINESS DEVELOPMENT OFFICER**

* Generated leads, prospected customers, recommended marketing strategy ideas and optimized targeting of customers;
* Developed and implemented strategic direction devising business development initiatives consistent with overall goals and objectives;
* Managed a business development team and enhanced customer level relationships and satisfaction.

**Feb. 2000 – Dec. 2006 AREA ACCOUNT MANAGER**

* Maintained a client database, implemented value added technical support programs and generated repeat business;
* Set daily workload, tracked progress of deliverable to customers, executed business plans and maximized sales and profits;
* Worked closely with the accounts team, ensured a positive customer experience and satisfaction and generated new business.

**Nov. 1995 – Jan. 2000 SALES ENGINEER**

* + - * Identified target customers, built contact strategy, investigated sales opportunities and executed best quotation strategies;
			* Performed and conducted technical product sales presentation to all levels of customer;
			* Reviewed customer specifications and other documents and adapted detailed technical and commercial proposal;
			* Gathered customer needs, worked with product development team, increased revenue from existing key accounts and generated new business.

**Feb. 1990 – Jun. 1995 SALES REPRESENTATIVE**

Mandaluyong City, Philippines **R C Ordonez Manufacturing Inc.** (R C ORDONEZ)

R C ORDONEZ, engaged in the design, manufacturing and sales of industrial and decorative lighting fixtures.

* Attended cold calls to prospective clients, identified sales opportunities, executed appropriate strategic plans and increased sales;
* Managed customer specifications, bid tender preparation, fabrication lead time, delivery and payment of orders.
* Maintained customer satisfaction, increased repeat business and expanded client base.

**Feb. 1989 – Jan. 1990** **PANEL CONTROL TENDER**

Quezon City, Philippines **Asgard Corrugated Box & Manufacturing Corp.** (ASGARD)

ASGARD, a Filipino-owned company engaged in manufacturing, fabrication and sales of paper, carton and packaging products.

* Managed the operation of control room and efficient utilization of all available machinery resources during the production shift time; and
* Prepared for the day-shift work report in personally tending the operation of the control room.

**SKILLS**

* Can work across all functions within a business and mastering internal relations;
* Can negotiate effectively with suppliers to achieve a win-win agreements for both;
* Confident, creative and comfortable communicating at all levels; and
* Strong analytical and relationship management skills.

**I.T. SKILLS**

**Microsoft Office** (MS Word, MS Excel and MS PowerPoint)

**EDUCATION**

**Registered Electrical Engineer** – Licensure Apr. 1989

Professional Regulation Commission Manila, Philippines

**Bachelor of Science in Electrical Engineering** Jun. 1983 – Mar. 1988

Technological Institute of the Philippines Manila, Philippines

**AFFILIATION**

**Institute of Integrated Electrical Engineers of the Philippines**, (IIEE) Member

Quezon City, Philippines Feb. 2017 – Feb 2020

**Saudi Council of Engineers**, (SCE) Member

Riyadh, Saudi Arabia Sep. 2015 – Nov. 2018

**Philippine Institute for Supply Management, (**PISM) Member/Corporate Representative

Pasig City, Philippines Nov. 2011 – Jul. 2015

**PERSONAL DATA**

Nickname : Jun

Passport

Issued on : 12 Jul. 2017

Expiry Date : 11 Jul. 2022

Issued at : Philippine Embassy – Riyadh

Date of Birth : February 26, 1967

Place of Birth : Pangasinan, Philippines

Height / Weight : 163.83 cms. / 65 kgs.

Nationality / Religion : Filipino / Christian

Civil Status /Name of Spouse : Married / Irene Bautista - Calugay

No. of Children : Three (3)

I hereby undertake that the details and information furnished above are true and correct to the best of my knowledge and belief.

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**CEFERINO**

 Applicant