**GODOFREDO**

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***SUMMARY***

I have extensive experience in the Philippine Industry for more than fifteenyears (15) as **Purchasing Manager** from Telecommunication, Information Technology , Engineering , Construction, Hospitals, Trading, Export, Importations, Supplies and Logistics , Hotel & Restaurant Services, F and B and Casino business.

***Handlesthe following sections under Purchasing Department:***

* **Purchasing / Procurement**
* **Supplies and Logistics**
* **Inventory Management**
* **Importation / Exportation**

**WORK EXPERIENCES**

**I’M Hotel (Shefu Ala King, Inc.) – Nov. 29, 2016- June 2018**

**Purchasing Manager (F and B)**

* Overseeing the daily activities of purchasing staff, monitors purchase requisition sheets andissuance of Purchase Orders for the qualified vendors based on the competitive prices, terms of payment, deliveries and after sales to be served in IM Bloom Restaurant, Events Functions, Seminars and other Hotel Activities.
* **Purchase requirements**: (Perishable and Non-Perishable)
1. Raw Materials – Fruits and Vegetables, Pork, Meat, Chicken, Seafoods, Dry Goods Wines and Liquor, Beverages other ingredients (Filipino, Chinese, Japanese, Korean and Indian)to be used by the Commissary Department.
2. Kitchen Supplies and Equipment, Housekeeping Supplies, Engineering Maintenance and Supplies.

**c.**Contract bidding and awarding.

**d**. Accreditation of vendors, negotiate terms of payment and after sales.

* Attends MANCOM meeting, reports summary of monthly Purchase Orders, savings, new accreditation of suppliers , KPI (Key Performance Indicators) of my staff.
* Creates policies and procedures of purchasing department – PO, RFQ, PRF, CS, MRR.
* Coordinates with Accounting for overdue payables.
* **ERP: (Enterprise Resource Planning)E-Horse**

**Cravings Food Services, Incorporation - April 18, 2016- Nov. 18, 2016**

**(Restaurant/Commissary/Hotel and Center for Culinary Arts and Services)**

**Purchasing Manager(F and B)**

* Overseeing the daily activities of purchasing staff, monitors purchase requisition sheets and issuance of Purchase Orders for the qualified vendors based on the competitive prices, terms of payment, deliveries and after sales to be distributed to 25 Commercial outlets in Metro Manila including nearby sub urban hotel and restaurant.
* **Purchase requirements** : (Perishable and Non-Perishable)
1. Raw Materials – Fruits and Vegetables, Pork, Meat, Chicken, Seafoods, Dry Goods

Wines andLiquors, Beverages, Bread, Cakes other ingredients to be used by the Commissary Department.

**b.** Kitchen Supplies and Equipment, Housekeeping Supplies, Engineering

 Maintenance and Supplies

**c.**Contract bidding and awarding.

**d.**Accreditation of vendors, negotiate terms of payment and after sales.

**e.** Importation of F and B equipment and supplies not available locally – logistics,

brokerageand delivery on-site.

 **f.** Conducts inventory for par stocking and re-ordering point.

* Attends MANCOM meeting, reports summary of monthly Purchase Orders, savings,

accreditation of new suppliers , KPI (Key Performance Indicators) of my staff.

* Coordinates with Accounting for overdue payables.
* ERP**: NAVISION/ SAP**

**Global Projects, Incorporated - March 2015- April 17, 2016**

***Purchasing Manager – Engineering/Vertical Construction***

* Overseeing the daily activities of purchasing staff, monitors purchase requisition sheets andissuance of Purchase Orders for the qualified vendors based on the competitive prices, termsof payment, deliveries and after sales to be delivered in various construction projects in Metro Manila.
* Purchase requirements :
1. General Construction supplies and equipment , hi-end tools, office supplies,

Engineering Supplies and Maintenance.

 **b.** Contract bidding and awarding.

 **c.**Accreditation of vendors, negotiate terms of payment and after sales.

  **d.** Importation of Heavy Equipment, Tower Crane, Formworks etc., – logistics,

 brokerage, forwarder and delivery on- site.

 **e.**Conducts inventory for par stocking and re-ordering point.

* Attends MANCOM meeting, reports summary of monthly Purchase Orders, savings, accreditation of new suppliers , KPI (Key Performance Indicators) of my staff.
* Coordinates with Accounting for overdue payables, Project Manager, General Contractor.

**Thunderbird Pilipinas Hotel and Casino Resorts, Inc. - Nov 2005 to Dec 2014**

***Purchasing Manager -Hospitality and Casino/Resorts***

* Overseeing the daily activities of purchasing staff, monitors purchase requisition sheets and issuance of Purchase Orders for the qualified vendors based on the competitive prices, terms of payment, deliveries and after sales to be served in Hotel and Casino Functions both in Binangonan, Rizal and PORO Point, San Fernando La Union.
* Purchase Requirements: (Perishable/Non-Perishable)

 **a.**Raw Materials – Fruits and Vegetables, Pork, Meat, Chicken, Seafoods, Dry Goods

Wines and Liquor, Beverages other ingredients (Asian and American) to be consumed by guests in Hotel and Casino.

1. Kitchen Supplies and Equipment, Housekeeping Supplies, Engineering

Maintenance and Supplies.

 **c.**Contract bidding and awarding.

  **d.**Accreditation of vendors, negotiate terms of payment and after sales.

  **e.**Importation and Exportation of Casino equipment and supplies not available

locally (Slot Machines, Baccarat, Roulette, Playing Cards, Slot Tickets, Plastic

TokenChips, Tables and Chairs, Carpet, Signages etc.)– Importation Permit,

PAGCOR, forwarder, logistics, brokerage and delivery of shipment on-site.

  **f.**Conducts inventory for par stocking and re-ordering point.

* Attends MANCOM meeting, reports summary of monthly Purchase Orders, OPEX and CAPEX, savings, accreditation of new suppliers , KPI (Key Performance Indicators) of my staff.
* **ERP: MC-Micros Fidelios and GP-Great Plains.**

**Casa Mikael International - Jul 2003 to Oct 2005**

***Admin-Purchasing Manager – Manufacturing/Export***

* Overseeing the daily activities of purchasing staff, monitors purchase requisition sheets

 and issuance of Purchase Orders for the qualified vendors based on the competitive

prices, terms of payment, deliveries and after sales to be exported in various countries

 in Europe, Asia, Middle East and USA.

• Purchase Requirements: For Export

1. Raw Materials – resins, plastic, cloth, tins, papers, packaging materials, boxes, paints, stickers, label and other accessories.

 **b**. Supplies and Equipment- Production , Engineering Maintenance and Warehousing.

**c.** Contract bidding and awarding.

**d.**Accreditation of vendors, negotiate terms of payment and after sales.

**e.**Exportation-forwarder, logistics, brokerage and delivery of shipment abroad.

 **f.**Conducts inventory for par stocking and re-ordering point.

• Attends MANCOM meeting, reports summary of monthly Purchase Orders,

 savings, new suppliers accredited , KPI (Key Performance Indicators) of my staff.

• **ERP: NAVISION**

**Asia Renal Care Hospital - Jul 2001 to Jul 2003**

***Admin-Purchasing Manager – Dialysis Hospital***

* Overseeing the daily activities of purchasing staff, monitors purchase requisition sheets and issuance of Purchase Orders for the qualified vendors based on the competitive prices, terms of payment, deliveries and after sales to be distributed to five(5) Renal Dialysis Hospitals in Metro Manila and Cebu Branch.
* Purchase Requirements:
1. High End Medicines, Syringes, Ampules, Anti-Biotics, Dialyzer, Dialysis Machines, Nurse/Janitor Uniform, Office Supplies, Water Treatment, Engineering Supplies and Maintenance (Aircon, Dialysis Machines, Generators) Janitorial Supplies and Equipment.
* Admin Functions – Supervises Housekeepers, Inventory Supervisor and Clerk, Pharmacist and Security Guard.
* Prepares and consolidates monthly reports on Warehouse and Branches Inventory Cost /Usages and coordinates with Finance Dept. to determine return on investment (ROI) and profit for the company.
* Liases with government and private agencies concerning the facilitation of company’s business permit, ambulance registrations, insurance and other pertinent documents for the company’s services.
* Coordinates with regional offices in Singapore concerning renal requirements.

**Philippine Global Communications, Inc. - April 1995 to Dec 2000**

***Supervisor - Supplies and Logistics – Telecommunication Services***

* Supervises S&L day-to-day activities and maintain strict adherence of its staff to existing Company’s Supplies and Logistics policies and procedure.
* Formulate policies, procedure and related concepts that will contribute to the effectiveness and consistency of the S&L functions and processes.
* Reviews and approves all documents, recommendations and other communications of Purchasing, Materials Management and Control and Importations for presentment and approval to the VP for S&L.
* Oversees the conduct of bidding, evaluation of accreditation of suppliers without prejudicing the interest of the company.
* Coordinates and reports to the VPSL concerning the operations of the regional office.
* Ensures that controllable expenses of the regional office are maintained within the budget.
* Liases with government agencies, brokers, forwarders banking institutions and other related entities on matters pertaining to importation and foreign purchases.

**Phil. Global Communications, Inc. - March 1992 to April 1995**

***Purchaser – Supplies and Logistics - Telecommunication Services***

* Responsible in canvassing and prepares purchase order for approval.
* Conducts interview with prospective suppliers.
* Processes importation and exportation of communication equipment.
* Monitors CAR’s and RFE’s expenses of each department.
* Assists in monitoring MMC’s supplies inventory.

**Phil Global Communications, Inc. - Feb 1982 to Feb 1992**

***Senior Electronic Technician – Telecommunication Servies***

* Assists the Junior Teletype Technicians in troubleshooting various telecommunication services of the company.
* Coordinates with PLDT in checking lines through the facilitationof MDF and CCT monitoring.
* Dispatches technicians in various areas in Metro Manila.
* Coordinates with immediate Supervisor concerning daily itinerary of technicians and provide monthlyreports of restored subscribers.

***EDUCATION***

1988 – 1992 **National College of Business & Arts**

 BSBA – Major in Computer Management, Diploma

1979 – 1981 **Technological University of the Phils**

 Electronic Communication Technician - Graduate **with Honors**

1975 – 1979 **Marikina Institute of Science & Technology**

High School, Diploma

1969 – 1975 **Balara Elementary School**

Elementary, Diploma

***SKILLS***

* MS office, Word Excel, Power Point, Adobe Acrobat, Micros Fidelio, Great Plains, Navision, Supply Chain Management, Supplies and Logistics, Importation, Export, Materials Management, Global Sourcing, Knows how to Drive

***OTHER ACHIEVEMENTS***

* Technical Vocational Course - Graduate with Honors
* 2 years - Scholarship - Jose Delgado Ala-Ala Foundation
* Gintong Sikap Achievement Award

***SEMINARS AND TRAINING ATTENDED SPONSORS DATE***

Purchasing and Supply Chain Mngt. Ariva Academy Apr. 2013

Update on WTO Valuation Systems Chambers of Customs Brokers Sep. 2000

SPACS & WTO Valuation System SGS Philippines Feb. 2000

PMMAP General Membership Meeting PMMAP Jul. 1999

Rainbow Life Seminar Phil. Global Communications Sep. 1996

Customs Import & Export Rules & Reg. Pyramid Inst., Devt. Center May 1999

Basic Supervisory Course Phil. Global Communications Jul. 1995

Letter of Credit & Acceptance Credit NCR Research & Devt. Center Apr. 1995

Import Ruling Including GATT NCR Research & Devt. Center Apr 1995

Rotaract Exec. Training Seminar Rotaract Club – Dist. 3810 Feb. 1991

Skill/Leadership Seminar on Trade School of Labor and Employment Mar. 1991

Anatomy of Rotaract Club Rotaract Club – District 3810 Sep. 1990

A Special Course on Trade Unionism Dept. of Labor and Employment Aug. 1990

SAGIP Daigdig Rotaract Club – Dist. 3810 Dec. 1990

Basic Course on Trade Unionism UP Inst. Of Industrial Relations Oct. 1984

Personnel Effectiveness – A Tool for ETP Ateneo de Manila University Mar 1984

Customer Relations Program John Clements Consultant, Inc Jan. 1983

Teletype Technician Course Teletronics Systems, Inc. Apr. 1981

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