

PROFILE

A highly organized and hard-working individual seeking a new job in a well-established performing industrial activity with strong communication, good at technical skills, time management and willing to learn and improve more skills and knowledge from experience.

WORK EXPERIENCE

NOV 2023 –PRESENT

Procurement Engineer/ Technical Buyer (Level 2)

- Responsible in procurement procedure from receiving purchase requisition up to releasing purchase order.
- Responsible in sourcing for and accrediting qualified and reliable pool of suppliers and contractors.
- Sends out requests for proposal to potential vendors.
- Coordinates with the cost management group on the evaluation of proposals from vendors.
- Negotiates with the vendors to obtain the most advantageous deal for the company in terms of pricing, quality, and terms of payment, among others.
- Endorses awards to suppliers/contractors to management for approval.
- Issuance of Purchase Order, Job Order, and contract for services requirements.
- Responsible in processing Service Agreements with third parties.

SEPT 2021–NOV 2023

Client Solution Officer– Account Manager

- Act as Liaison between Internal Departments and Clients.
- Lead and manage client accounts and maintain the monthly revenue of 12 million (Top 2 – Accounts with 17 Sites and more than 500 manpower).
- Conducts facilities inspection based on task schedule as stipulated in the service agreement.
- Conducts regular inventory (manpower, equipment and supplies) on each account assignment.
- Presides meeting with personnel regarding inventory, attendance, discipline, accomplishments projects, individual concerns, facility requirements and plans.
- Preparation of Proposals/Costing for Client as requested.
- ISO Monitoring, Internal Audit, External Quality Audit and preparations of Documents.
- Conducts Trainings (Leadership, Values and Company Protocol)
- Lead, mentor, and manage a high-performing marketing team, fostering a collaborative and results-driven work environment.

JULY 2020– SEPT 2021

Production Supervisor

- Keep tracks of production performance
- Conducts daily meeting with his/her subordinates to discuss the following: productivity, Quality, and other issues concerning productions and operations
- Develops knowledge, skills, values and attitudes of her subordinates through conduct of training, constantly monitoring their progress.
- Submits to superior weekly performance results as well as problems encountered and countermeasures implemented.

REFERENCE

CONTACT



EDUCATION

TERTIARY – (2015–2020)

- Bachelor of Science in Industrial Engineering

ACHIEVEMENTS (SCHOOL)

- 2015–2020 – SCHOLAR
- 2020 – SERVICE AWARD
- 2019 – CERTIFIED LEAN SIX SIGMA YELLOW BELTER (ASLEX)

ON THE JOB TRAINING

- MAY – JUNE 2019

SKILLS

- Leadership
- Time Management
- Critical Thinking
- Problem Solving
- Effective Communication
- Operation Management
- Project Management
- Customer Service
- Schedule Management
- Accounting (Wages/Salary)
- Negotiation and Decision Making
- Teamwork and Strategical Thinking

ACHIEVEMENTS – WORK

- 2024 – Best Employee of the Year
- 2022–2023– Internal Quality Auditor