

EVANGELINE BACUYAG

ADMIN / PROCUREMENT STAFF

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CAREER SUMMARY

Service-oriented Professional with 14 years extensive experience in Sales, Admin & Purchasing / Procurement. Core competencies include achieving exceptional results, excellent customer service, identifying their needs and handling tasks with accuracy and efficiency. Goal-oriented, dedicated to high levels of customer satisfaction. Developed positive relationships Suppliers both internal and external to ensure business growth. Ascertain that all purchase requests are promptly managed so as not to halt the company's daily operations. Help the organisation get the most out of its purchasing power while reducing overall risks to the organisation

EDUCATION

- **Graduated Bachelors of Science in Nursing**

(Skills & knowledge acquire from trainings and 14 extensive years of experience)

CORE OBJECTIVES

- Lower the cost by helping the organisation get the most out of its purchasing power while reducing overall risks to the organisation
- Reduce risk and ensure the security of supply by identifying what goods and services are crucial to the company and take the appropriate steps to secure their supply chains accordingly.
- Ensure that purchased items are both cost-efficient and of high quality.
- Coordinate with suppliers in terms of payments terms and delivery.
- Maintaining positive supplier relations, evaluating supply options, approving purchases, and maintaining accurate records.
- Ensure that all purchases comply with company standards.
- Reviewing, comparing, analysing products to be purchased.
- Managing inventories and maintaining accurate purchase and pricing records.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, payment term, discount & rebates agreements, delivery terms, etc.
- Assist admin works and tasks helping the organisation attain the goals.

PROFESSIONAL SKILLS

- Determination, creativity and goal-oriented.
- Detail oriented
- Ability to adapt change
- Impeccable time-management
- Excellent communication and negotiation skills.
- Good monitoring and excellent follow-up skills.
- Mathematical and analytical skills
- Can work under high pressure
- Can work independently and as part of a team.
- Strong understanding of legal compliance and procedures.
- The ability to identify market trends and make decisions in a high-stress environment.

PROFESSIONAL EXPERIENCES

Drops Goods Wholesalers L.L.C • UAE

Supply and Demand Officer

November 2021 to Present

- Sourcing materials, goods, products, and services and negotiating the best or most cost-effective contracts and deals.
- Performing inventory inspections and reordering supplies and stock as necessary.
- Inspecting stock and reporting any faulty items or inconsistencies immediately.
- Updating and maintaining records of all orders, payments, and received stock.
- Coordinating with the delivery team and following up on delays or orders that have been rescheduled.
- Ensuring all stock is packaged appropriately and delivered to the correct location in a timely manner.
- Placing Orders for each SKU with enough quantity to cover given days.
- Importing CSV files to goldfinch, sending PO's to concerned suppliers.
- Following-up all pending Po's (Emails and calls)
- Updating cost price & RSP on the system.

Carrefour Hypermarket Majid Al Futtaim • UAE

Business Cycle Officer

August 2019 to October 2021

- Ensure daily order support are managed effectively and communicated to the relevant departments.
- Provide additional order support to the relevant section or department when required.
- Documenting all analysis carried out for the store information and data.
- Validation order support.
- Ensure daily order summary report is generated and validated.
- Ensure the correct items on the promotion order support.
- Ensure recommended solutions and data analysis are commercially viable and accurate.
- Ensure the business model of the store is in line with the company standard management.
- Communicate to department heads regarding of rejected orders.

Carrefour Hypermarket Majid Al Futtaim • UAE

Customer Service Officer

November 2008 to July 2019

- Present, promote and sell products/services using solid arguments to existing and prospective customers
- Perform cost-benefit and needs analysis of existing/potential customers to meet their needs
- Expedite the resolution of customer problems and complaints to maximize satisfaction
- Achieve agreed upon sales targets and outcomes within schedule
- Coordinate sales effort with team members and other departments
- Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services.
- Keep abreast of best practices and promotional trends
- Encourage customers to make additional purchases, to ensure that sales targets are met.
- Ensures that shelf stock is clean and that the stock is not expired or damaged.
- Performs other assignments as required from the management.
- Complete financial transaction.