

GRACE C. TACTACON

Procurement Supervisor



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EDUCATION

March 2011

**Bachelor of Science in
ACCOUNTANCY**

Christ the King College
Gingoog City-Philippines

PROFILE

A dedicated and detailed oriented individual, looking for a role where I have the opportunity to work in an organization that can provide a variety of opportunities that allow me to expand my skills and knowledge while working towards achieving the organizational goals.

PROFESSIONAL EXPERIENCE

September, 2014 - September, 2023

PROCUREMENT SUPERVISOR

RBJ COMMODITIES TRADING EXPONENT

- Responsible for Procuring Supplies and Equipment with good understanding of Requisitions from each department
- Review and approve orders that are within approval limit.
- Responsible for Cost Saving, Budgeting and Targeting
- Initiates and keep track of orders
- Follow up and Book Shipments from Suppliers
- Monitor delivery to ensure they are on time
- Reconcile discrepancies -supplies
- Re-checking Stock Received and making sure that item ordered and item received matches, and in good condition.
- Negotiate prices and terms
- Forecasting/Monitoring Stocks to avoid shortages
- Ensures that payments to vendors are on time
- Support bid pricing process by providing accurate and timely Inputs, coordinates with the Bids & Proposal team and Suppliers.
- Maintain Good Relationship to Suppliers
- Checking and Signing Checks- for Payment
- Responsible for vendor sourcing

SKILLS

Microsoft Word



Microsoft Excel



Microsoft Power Point



Interpersonal Skill



Problem solving



Strong Work Ethics



Communication



Initiative



Time Management



Adaptability



July ,2013 - March 2014

ACCOUNTING CLERK

CEBU INTERNATIONAL FINANCE CORPORATION

- Prepares penalties and overdue accounts.
- Prepares billing statement to clients
- Assist in preparing aging schedule
- Follow up/Call customers with past dues
- Posting and updating records of payments and interest into ledger (loans)
- Assist in making Aged Receivables

July,2011 - June ,2012

Accounting Staff

JAS TRUCKING SERVICES INC., - (Tagoloan-Philippines)

- Petty Cash Custodian
- Ensures Complete input of Details in voucher for disbursement
- Responsible / Ensures that all Delivery driver must get their travel allowance
- Prepares Cash Replenishment Report
- Ensures that Records of Daily Cash Flow matches Cash on-hand
- Cash Counting every end of the day
- Posting of waybills to Peachtree Accounting System (Sage)

CERTIFICATE /TRAINING

May 18, 2016

Philippine Institute for Supply Management

“REVERSE PURCHASING:

A SUPPLIER DEVELOPMENT STRATEGY”

