



MA. PAMELA JENINA N. LAZARO

OBJECTIVE

Aiming for a position where I can use my skills and abilities in the best possible way to help in achieving the company's goal and to become a valuable assets to the company.

PERSONAL INFO

AGE: 23
CIVIL STATUS: Single
CITIZENSHIP: Filipino
RELIGION: Christian

CONTACT



lazaro.pamela119@gmail.com



0507589725



Al Rumailah,
Ajman, UAE

CHARACTER REFERENCE

Mr. Manolito Corpuz
Procurement Coordinator
0504498719

Ms. Jenny Espares
Procurement / Admin
0509972938

EDUCATION

● BS INFORMATION TECHNOLOGY 2015-2019
Bulacan State University

WORKING EXPERIENCE

● PROCUREMENT ADMIN ASST. November - Present
Tiger Profiles & Insulation LLC
Industrial #2, Sharjah, UAE 2019

- Responsible for reviewing the quotation, approved and issuing of purchase orders in accordance with company policy.
- Providing support to sales, project team and operations team with information of specific product category, price and lead time delivery.
- Prepared and maintained purchasing reports, vendor list, files and price list for materials.
- Monitored the stock of raw materials and communicating the information to appropriate departments and team members to maintain the target stock.
- Negotiating the best pricing, delivery terms and terms and condition based on the requirements.
- Tracked and ensured the products were delivered to the right location in a timely and accurate manner.
- Sourcing new and more cost-effective supplier.
- Prepared reports for audit.

SKILLS

COMMUNICATION SKILL

TEAM LEADERSHIP

CREATIVE

THINKING SKILLS

DECISION-MAKING

TOLERANT & FLEXIBLE

ORGANIZE

PLANNING

I hereby certify that all above information is true and correct to the best of my knowledge and belief.

Yours sincerely,
Ma. Pamela Jenina N. Lazaro