



## ALMERA A. AMER, LPT

Door 1 NSP APT., PRK 7 Virgo  
Subdivision, Brgy. RH 9, Cotabato  
City, Philippines

Mobile Number/s:  
0976-083-5479/ 0960-315-1520

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### Skills and Abilities

- Supply – Chain Management
- Sourcing and Purchasing
- Inventory Management
- Procurement and Administrative Work
- Financial Management
- Supply Security and Safety Storage
- Records & Bookkeeping Management
- Communication & Coordination Skills
- Customer and Supplier Eligibility Analysis

### Language

- English, Tagalog, Bisaya, Maguindanaon, and Iranun

### Soft Skills

- Microsoft Office Applications (Word, Excel, and PowerPoint)
- Monitoring Tool Development

### References

**Mrs. Quennie Joy E. Flores**  
Procurement Head – LD Avrasya, Inc  
0916-128-8828

**Engr. Hisham Monte de Ramos Ali**  
Project Engineer, MUST Enterprises  
0920-338-5882

**Mrs. Sarah A. Ukas, LPT**  
Prof., Parang Foundation College Inc  
0936-058-1379

### Educational Background

- |             |  |
|-------------|--|
| 2021 – 2022 | <b><u>BS in Secondary Education</u></b><br>Major in Social Studies<br>Parang Foundation College Inc. |
| 2010 – 2014 | <b><u>BS in Hotel and Restaurant Management</u></b><br>STI College of Cotabato                       |

### Work Experience

- |                      |   |
|----------------------|---|
| July 2023 – Present  | <b><u>Administrative Officer</u></b><br>MUST Enterprises<br>Sultan Kudarat, Maguindanao                         |
| June 2019 – Aug 2020 | <b><u>Credit Analyst</u></b><br>HC Consumer Finance Inc.<br>Davao City, Philippines                             |
| Dec 2016 – May 2018  | <b><u>Procurement Associate</u></b><br>LD Avrasya Inc.<br>Davao City, Philippines                               |
| Jul 2015 – Jan 2016  | <b><u>Sales and Retail Assistant Manager</u></b><br>Leylam Shawarma, LD Avrasya Inc.<br>Davao City, Philippines |
| Sep 2014 – Mar 2015  | <b><u>Sales Associate</u></b><br>DD Quad Food Chain Inc.<br>Davao City, Philippines                             |
| Apr 2013 – Jun 2013  | <b><u>Canvassing Officer</u></b><br>Social Weather Station<br>Cotabato City, Philippines                        |

### Relevant Workshop, Training, and Seminar

- |                |   |
|----------------|---|
| November 2017  | <b><u>Sourcing and Purchasing Workshop</u></b><br>LD Avrasya Inc.                           |
| October 2017   | <b><u>Supply – Chain Management Workshop</u></b><br>LD Avrasya Inc.                         |
| October 2014   | <b><u>Financial Management</u></b><br>DD Quad Food Chain Inc                                |
| March 2014     | <b><u>Employment Preparation Seminar</u></b><br>STI College of Cotabato                     |
| September 2010 | <b><u>Personality Development and Communication Workshop</u></b><br>STI College of Cotabato |