



MARIS ALEANA DEL ROSARIO

About Me

Seeking for a job in Supply Chain Management where I can use my skills to help a company improve its operations. To work for an organizations which provides me opportunity to improve my skills and knowledge to growth along with an organization objective.

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Skills

- Management Skills
- Multitasking Skills
- Written & Verbal Communication Skills
- Negotiation
- Critical Thinking
- Leadership

Language

- English
- Tagalog
- Cebuano
- Bicolano

Awards

Dean's Lister 2018 -2021
UNIVERSITY OF MAKATI

Education

UNIVERSITY OF MAKATI

Bachelor of Science in Business Administration Major in Supply Chain Management

2017-2020

Experience

Maxicare Health Services Inc.

Purchasing Specialist

March 2024-
Present

- Giving the needs & wants and satisfactory of our Doctor, Nurses & Patients. Responding to the emergency Purchase Request.
- Creating a Purchase Order & Monitoring all the request.
- Site Inspections to the clinics to ensure all the safety of our patients.

Global-Estate Resorts Inc.

Purchasing Associate - II

June 2022-
Feb 2024

- Creating purchase orders and acquiring firm supplies and services in accordance with a budget that has been approved.
- Performing research and communicating with vendors and suppliers to find the best goods and services for the company.
- Developing and strengthening cooperative connections with suppliers and vendors.
- Tracking orders, keeping track of their status, and alerting concerned managers to any delivery problems.
- Addressing urgent requests and rushing orders as necessary and giving the satisfactory needs
- Creating monthly and annual purchase reports for management review.
- Checking any paperwork connected to purchases for mistakes before sending it to the accounting division.

Ayala Property Management Corp.

Procurement Associate

June 2021-
June 2023

- Evaluate and Negotiate documents with vendors.
- Purchase goods & services to meet the needs and wants of end-users.
- Create Purchase Orders for goods & services based on approved budget.
- Ensuring all supplies & Services meet the end-users standard. Communicating with vendors to find the best goods & services for the end users.

Seminars & Training

- Procurement Negotiation Training w/ Certificate (July 25-26,2024)
- Oracle: Procurement Training (August 12-16, 2024)
- Fusing Power Together: Supply Chain Management Learning Forum- December 8, 2018
- Emerging Trends in Supply Chain Management - March 17, 2020