



JOVY B. BALLECER

Applicant for:

Procurement/Purchase Officer

CONTACT ME

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Sharjah

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EDUCATION

University/College Details

Polytechnic University of the
Philippines

Course Studied:

BS Information Technology

1993 - 2003

PROFESSIONAL SKILLS

Contract management	<div><div></div></div>
Understanding of the Local/Global Market	<div><div></div></div>
Negotiation	<div><div></div></div>
Research	<div><div></div></div>

SOFTWARE SKILLS

- Microsoft Office
- Outlook
- E-Promise

WORK EXPERIENCE:

Purchase/Procurement Officer- December 2019-Till Date

Ali Mousa & Sons Contracting I Sharjah, UAE

- Process local off-program purchase requisitions, short-term supplier selection, negotiations and contracting and ensure accuracy and completeness (e.g., conduct bid process, enter order, expedite order)
- Tracking the status of requisitions, contracts, and orders using automated or manual files and through contacts with vendors, supply technicians, inventory managers, engineers.
- Coordinate with requestors to ensure the right materials, specs, quantities and timelines for delivery are well stated in the request.
- Work within the Procurement team communicating with Sourcing buyers as needed for new quote or new supplier needs.
- Prepare LPO, enter order details, send to the supplier, track order and ensure timely delivery.
- Conducting product research and sourcing new suppliers and vendors.
- Reviewing, comparing, analyzing and approving products and services to be purchased.
- Negotiate contract terms of agreement and pricing. Maintaining good supplier relations

Reservation/Receptionist- June 2019-October 2019

Panorama Hotel I Deira Dubai UAE

- Assisting and advising customers who may be choosing from a variety of travel options.
- Making reservations for customers based on their various requirements and budgetary allowances.
- Checking the availability of accommodation or transportation on the customer's desired travel dates.
- Helping plan travel itineraries by suggesting local tourist attractions and places of interest.
- Processing payments and sending confirmation details to customers.
- Selling and promoting reservation services. Generate and sending quotation /Proforma invoice to the client.
- Answering any questions customers might have about the reservation process.
- Up-selling, when appropriate, by informing customers of additional services or special packages, such as tour tickets, travel insurance, or upgraded seat/accommodations.

WORK EXPERIENCE:

DATA ENCODER/CASHIER/ADMIN ASSISTANT- February 2017 – June 14, 2019

Al Agthia Al Libnania Supermarket I Sharjah, UAE

- Supports managers and employees through variety of tasks related to organization and communication.
- Familiar with a variety of the field's concepts, practices and procedures.
- Responsible for confidential and time sensitive material.
- Review and maintain written and computer files, plus conduct data entry.
- Develop and maintain a filing system. Generate manual invoice to the clients.
- Maintain supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for suppliers, verifying receipts of suppliers.
- Help implement new programs, procedures, methods, and systems.
- Assist with all budget activities, including accounting.
- Update and maintain information on computer systems and in archives.
- Work with text based and numerical information and logs into spreadsheets and database within specified time frame required.

TELLER/CUSTOMER SERVICE REPRESENTATIVE- March 2010 – October 2016

Universal Storefront Services Corporation-Western Union and Money Exchange I Quezon City, Philippines

- Preparing and transmitting local transactions and other international country.
- Offers Western Union money transfer services, accept bills payment and cash handling and balancing.
- Process and sending amendments, cancellation, refunds and status inquiry for our remittance partner like Western Union.
- Encoding of daily transactions in our daily balance.
- Preparing, checking and making of Western Union settlement report.
- Offer foreign exchanges, local and international express delivery (2go express & FedEx).
- Filing, sorting, data entry of customer's information, cash count and balancing and sending reports for end of the day of the work.
- Booked ticket from different airlines, international and local flight.
- Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.
- Managing and overseeing branch personnel, supervising branch operations and ensuring efficient operation on a day-to-day basis.

PERSONAL PARTICULARS:

Marital Status: Single

Gender: Female

Nationality: Filipino

Visa Status: Employment Visa