



ESTHER Z. YBARLEY



+63 966 427 4561



estherybarley87@gmail.com



Purok 6, Balugo Valencia, Negros Oriental,
Philippines, 6215

EDUCATION

March 2009

Silliman University

Dumaguete City, Philippines

Bachelor of Business

**Administration major in
Management**

SKILLS

- Time Management
- Organization Skills
- Verbal and Written Communication Skills
- Attention to Detail
- Customer Service
- Microsoft Office
- Problem Solving
- Data Entry
- Multitasking
- Negotiation
- Research
- Vendor Management
- Document Management
- Invoice Management
- Staff Training
- ERP (SAP, Orion, CRM, AS400, FactsERP)
- Team Player / Independent

PROFESSIONAL SUMMARY

Management professional with history of meeting challenges in complex organization that rely on collaborative skills to contribute to company growth and success. Proven track record of delivering results in fast-paced environment that have pockets of ambiguity. Stellar command with delivering results, win-win outcomes, and navigating cross functional teams.

EXPERIENCE

October 2022 – November 2023

Order Processing Executive

Haroon Eng. Mat. Marketing Co. LLC – Sharjah, UAE

Projects & Retail

- Receiving Project/Retail orders, accurately entered details of the order in Facts ERP to proceed processing on timely manner
- Delivered high level of service to customers.
- Checking stock availability and confirming the stocks by allocating / creating stock reservation / back order for non-stock or out of stock
- Creating Job Cards for local supplier jobs (Master Keying, engraving, local plating/finishing, local fabrications, etc.)
- Liaise with Sales with regards to the order confirmations and substitutions
- Liaise with Accounts with regards to the new client registration, payment terms approval, checking client's outstanding balance and request for approval to release/deliver the items, LC documents, bank guarantee
- Receiving and remitting the payment received from customers (cash/CDC) and creation of Cash Receipts
- Liaise with Logistics with regards to the arrival of the stocks and back ordered items
- Liaise with warehouse with regards to the arrangement of the order
- Liaise with drivers with regards to the schedule of delivery and collection of payments
- Managed documents: Order Sheets, Proforma Invoice, Delivery Note, Invoices, Cash Receipts, Job Cards, Purchase Order, Credit Note, Material Return Voucher

December 2014 – February 2022

Purchase Executive / PIC

Middle East Fuji LLC – Dubai, UAE

Marine Supply Division/ Hotel & Restaurant

- Provided guidance and training to junior staff and ensured that all procurement activities were performed in accordance with company policies and procedures meeting customer satisfaction.

PERSONAL INFORMATION

Date of Birth :15 MAR 1987

Nationality :Filipino

Marital Status :Single

Passport Expiration :20 JAN 2031

Willing to relocate : YES

- Maintained records of purchases, pricing information, product specifications, supplier performance metrics.
- Conducted market research to identify new sources of supply, negotiate better terms, and improve quality standards.
- Resolved issues related to the supply chain process such as order discrepancies or payment delays.
- Developed relationships with suppliers to ensure timely delivery of goods, services, and materials.
- Monitoring sales target and job completion documentation ready for audit
- Process competitive quotation request of customer and sending out quotations in a timely manner and following up quotations sent to convert to sales
- Responsible for sourcing, negotiating and purchasing materials from local/international vendors (Provisions (F&B)/Technical items)
- Evaluate supplier performance based on best prices, quality standards and delivery timings
- Coordinating with supplier accreditation and registration Ensure stock availability and participated in stocktaking
- Coordinating with warehouse for order completeness
- Coordinating with logistics for delivery arrangements
- Coordinating with Boarding Representative's ensuring complete and smooth delivery and ensuring documents has been properly received (signed and stamped)
- Coordinating with accounts team with regards to supplier payments, supplier system registration, customer registration, customer payments, petty cash
- Managing documents such as enquiries, quotations, purchase orders, delivery notes, proforma invoice, invoice, credit/debit notes, supplier receipts/invoice bookings, material return, supplier accreditation
- Cash liquidations on used petty cash on timely manner
- Payment follow up and collections (supplier & customer)
- Assisted Senior Accountant in creating and managing reports

April 2010 – November 2014

Admin Executive / Material Control Clerk

Robinsons Land Corporation – Dumaguete, Philippines

Complex Administrative Dept. / Receiving/Material Control

- Answered incoming calls promptly and professionally, providing assistance or forwarding calls to appropriate personnel.
- Maintained organized filing system both electronically and manually for easy access when needed.
- Prepared agendas and materials for meetings and conferences.
- Provided administrative support to team members and management in daily tasks.
- Stocktaking and creates purchase request for stock replenishment for office and daily mall operations (e.g. for engineering, housekeeping, cinema, food court supplies)
- Identified office equipment malfunctions and scheduled maintenance activities with repair teams to restore functionality.
- Assisted Mall Operations Manager in administrative office work
- Assisted in HR duties such as screening applicants resume, scheduling and calling applicants for interview, conducting the exam
- Prepares annual contract renewal for security services and equipment providers
- Assist in tenants property insurance processing
- Prepares payment request memo for departments monthly compensation and suppliers payments (SAP ERP)
- Harnessed prioritization, organization and multi-tasking skills and tools in handling multiple tasks, amplifying productivity.