

Faye Madonna C. Cunanan

PROCUREMENT OFFICER



Summary: Industrious Buyer with over 15 years' experience, adept at keeping costs under control while optimizing inventory for usage needs. Versed in record keeping, strong negotiation and forecasting abilities with strengths in communication and key relationship management.

Experience

Procurement Officer

JH CONSTRUCTION WLL | Feb. 2013 - Present

Mainly on Road Works Govt. Projects (PWA)

Lusail Industrial City, Qatar

Operational System: ERP Programs: Focus and JDE System

Key Achievement: Worked on the successful completion of government projects i.e. New Orbital Highway Project

Procurement Officer

KEMPE QATAR COMPANY | Oct. 2011 – Feb. 2013

Maintenance for Qatar Aluminum (QATALUM)

Messaied Industrial City, Qatar

Operational System: ERP Programs: Citrix / Axapta – Procurement Module

Key Achievement: Completed important maintenance projects on time and within the budget and vital role in implementing and managing the procurement process and the supply base efficiently and effectively.

Procurement Officer

O2 PEARL QATAR | Jun 2010 – Oct. 2011

Joint Venture of Veolia, Saipem and Al Jaber Consortium

C8 Pearl Shell GTL Project – Effluent Treatment Plant

Ras Laffan, Qatar

Operational System: Flexi Program

Key Achievement: Successfully carried out the responsibility as the overall in-charge of Purchasing for the entire O2 Pearl Qatar Shell GTL Project from June 2011. In parallel, I was able to deliver high quality work as in-charge of HR & Administration of O2 Pearl Qatar Branch Head Office operations.

Objectives

Business Value Driver: To adopt an improved efficient practice in executing work and to identify business insights on spendings, suppliers and markets which is beneficial both to the company and the client.

Business Role: Apart from fulfilling the procurement requirement, I am geared to act as a disciplined sourcing agent to business partners in making the right sourcing decision and maintaining an excellent vendor relationship.

Expertise


- Effective ERP Procurement Processing Implementation
- New Vendor Development
- Price Negotiation with Vendor
- Improve Supplier Relationships
- Holistically Manage Risk
- Material Supply Solutions
- Support on Tender Preparation & Materials Submittal
- Expertise on Contractual Activities in Civil Construction and MEP related projects

Personal Skills

- Collaborate Effectively
- Team Leadership Skills
- Attention to detail
- Methodological

Contact

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Experience

Procurement Officer
STRABAG QATAR WLL | Nov. 2007 – Jun 2010

C6 Pearl Shell GTL Project
Ras Laffan, Qatar

Operational System: Focus

Key Achievement: Promoted to Purchasing Officer after completion of 6 months as Procurement Assistant. Actively involvement and vital contribution in the successful completion of Shell GTL Project Main Control Room System.

Consultant Support Specialist
AMERICA ONLINE INC. | May 1999 – Oct. 2007
Clarkfield, Pampanga, Philippines

Key Achievement: A year after I started as a Technical Consultant, I have applied for the Consultant Support Specialist and was selected among several applicants wherein I was in-charge as point of contact to my aligned team.

Secretary
BLAKE HOTEL | Oct. 1998 – May 1999
Dau, Mabalacat, Pampanga

Tourist Guide
EXPO FILIPINO CORPORATION | May 1998 – Oct. 1998
Clarkfield, Pampanga

Education

Bachelor of Science in Hotel & Restaurant Management
La Consolacion College
Mendiola, Manila
1994 - 1998

Trainings

General Safety Training
JH Office, 12 December 2015

Effective Communication Skills
AOL Member Services
“*Confidence Building and Human Relations*”, 28 Nov 2006

Senior's Excellence Program
Holiday Inn Clarkfield, Pampanga
“*How to become an agent of change*”, 16 Apr 2004

Effective Business Writing Workshop
Clarkfield, Pampanga
13-15 March 2003

Personality Development
Expo Filipino
Clarkfield, Pampanga
17 Jul 1998

References

Available upon request