

**Ma. Cristina S. Manla**

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Pasig City

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**Professional Summary**

Results-driven Supply Chain Management professional with over 13 years of comprehensive experience in optimizing procurement, inventory management, and warehouse operations. Proven expertise in streamlining processes, reducing costs, and enhancing efficiency across the supply chain. Adept at building and maintaining strong relationships with suppliers, negotiating favorable terms, and ensuring timely delivery of goods. Skilled in utilizing advanced inventory management systems and analytics to drive data-informed decision-making. Demonstrated ability to lead cross-functional teams, manage complex projects, and implement innovative solutions to meet organizational goals. Committed to upholding high standards of quality and compliance while achieving operational excellence.

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**Professional Experience****Warehouse & Purchasing Manager**

Vets in Practice Animal Hospital, Mandaluyong City

Jan 2023 to Present

**Key Responsibilities:****Inventory Management:**

- Oversee the efficient operation of the warehouse, including storage, handling, and distribution of goods.
- Manage inventory levels to ensure optimal stock without overstocking or running out of key items.
- Implement and maintain inventory control systems to track stock movements and ensure accuracy.

**Warehouse Operations:**

- Supervise warehouse staff, including training, scheduling, and performance management.
- Ensure warehouse operations are compliant with safety regulations and company policies.
- Optimize warehouse layout and processes to improve efficiency and reduce costs.

**Procurement:**

- Develop and manage relationships with suppliers, including negotiating terms and securing favorable pricing.
- Oversee the procurement process for goods and services, ensuring quality and cost-effectiveness.
- Create and manage purchase orders, track deliveries, and resolve any issues with suppliers.

#### Cost Management:

- Monitor and manage budgets related to warehouse operations and procurement activities.
- Identify and implement cost-saving measures in both warehouse operations and purchasing.

#### Reporting and Analysis:

- Provide regular reports on inventory levels, warehouse performance, and procurement activities.
- Analyze data to make informed decisions and improve operational efficiency.

#### Compliance and Documentation:

- Ensure compliance with industry regulations, safety standards, and company policies.
- Maintain accurate records of inventory, purchases, and supplier interactions for auditing and reporting purposes.

### Purchasing Specialist

Vets in Practice Animal Hospital, Mandaluyong City

March 2020 – Dec 2022

#### Key Responsibilities:

##### Supplier Management

- Identify and evaluate potential suppliers and vendors.
- Negotiate terms and conditions with suppliers to secure favorable contracts.
- Develop and maintain strong relationships with key suppliers to ensure reliable and cost-effective procurement.

##### Procurement Planning

- Analyze inventory levels and forecast future procurement needs based on historical data and business projections.
- Develop and implement procurement strategies to meet organizational goals and optimize resource utilization.

##### Order Management

- Place purchase orders for goods and services in accordance with company policies and procedures.
- Track and monitor order statuses to ensure timely delivery and resolve any issues related to procurement.

##### Cost Management

- Conduct market research to compare prices and ensure competitive pricing.
- Identify cost-saving opportunities and implement strategies to reduce procurement costs while maintaining quality.

#### Compliance and Documentation

- Ensure all procurement activities comply with company policies, legal requirements, and industry standards.
- Maintain accurate and detailed records of purchases, contracts, and supplier performance.

#### Inventory Control

- Monitor inventory levels and coordinate with the inventory management team to maintain optimal stock levels.
- Implement inventory control measures to prevent overstocking or stockouts.

#### Vendor Evaluation

- Evaluate supplier performance through regular reviews and feedback.
- Address and resolve any supplier-related issues or disputes that arise.

#### Data Analysis and Reporting

- Analyze purchasing data to track spending patterns and identify areas for improvement.
- Prepare and present reports on procurement activities, cost savings, and supplier performance to management.

#### Collaboration and Communication

- Collaborate with other departments, such as finance, production, and logistics, to ensure alignment on procurement needs and strategies.
- Communicate effectively with internal stakeholders to gather procurement requirements and address any concerns.

#### Continuous Improvement

- Stay updated with industry trends, market conditions, and new technologies.
- Recommend and implement process improvements to enhance procurement efficiency and effectiveness.

### Receptionist

The Pet Project, San Juan

July 2019 – December 2019

#### Key Responsibilities:

##### Front Desk Management

- Greet and welcome visitors, clients, and employees in a professional and friendly manner.
- Answer and direct incoming phone calls, taking messages when necessary.
- Manage the front desk area to ensure it is tidy and organized.

##### Customer Service

- Address and resolve visitor and client inquiries or complaints in a courteous and efficient manner.
- Provide information about the organization, including directions and general details.

##### Document Handling

- Prepare and process documents, including reports, memos, and correspondence.

- Maintain and update databases and records as required

#### Record Keeping

- Maintain accurate records of visitors, calls, and appointments.
- Prepare and update reports related to reception activities and office operations.

#### Stock Custodian & Inventory Officer / Purchasing Officer

Vets in Practice Animal Hospital, Mandaluyong City

Oct. 2011 – May 2019

#### Key Responsibilities:

- Inventory Management: Oversee the inventory of goods, ensuring accurate stock levels and proper storage.
- Stock Monitoring: Regularly check stock levels, conduct physical counts, and reconcile discrepancies.
- Record Keeping: Maintain accurate records of inventory movements, including receipts and issues.
- Stock Replenishment: Monitor stock levels to ensure timely reordering of supplies.
- Reporting: Provide reports on inventory status, usage trends, and potential issues.
- Compliance: Ensure inventory practices adhere to company policies and industry regulations.
- Coordination: Work with other departments to manage stock needs and resolve inventory-related issues.
- Supplier Management: Identify, evaluate, and select suppliers. Negotiate terms and establish relationships.
- Procurement: Handle the purchase of goods and services, ensuring quality and cost-effectiveness.
- Order Processing: Create and manage purchase orders, ensuring timely delivery and accuracy.
- Cost Control: Monitor and manage purchasing budgets, seeking cost-saving opportunities.
- Contract Management: Develop and manage contracts with suppliers, ensuring compliance with terms.
- Market Research: Stay informed about market trends, pricing, and new products.
- Documentation: Maintain accurate records of purchases, contracts, and supplier communications.

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#### **Education**

Bachelor of Computer and Software Technology

Datamex Institute of Computer Technology, Pasig City

[2008] – [2010]

- Computer Programming

## Soft Skills

- Problem-Solving
    - Ability to analyze problems, debug code, and develop effective solutions.
  - Communication
    - Strong verbal and written communication skills for explaining technical concepts and collaborating with team members.
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  - Collaboration
    - Experience working in teams, often using collaborative tools and participating in code reviews.
  - Adaptability
    - Ability to learn new technologies and adapt to changing requirements or environments.
  - Attention to Detail
    - Precision in coding, debugging, and ensuring code quality.
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## Languages

- Filipino & English
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## PERSONAL INFORMATION:

**Date of Birth:** December 1, 1988

**Place of birth:** Quezon City

**Height:** 5'

**Weight:** 68kg

**Nationality:** Filipino

**Civil status:** Single

**Religion:** Roman Catholic

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## References

Available upon request.