

RUTHCHE V. GERNALE

Old Airport Road, Abu Dhabi, United Arab Emirates

Visa Status : Cancelled Visa
Time of Join : Immediately
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SKILLS & QUALIFICATION:

- ✓ Knowledgeable in Government System – ABU DHABI POLICE-TAMM SYSTEM, DEPARTMENT OF ECONOMIC DEVELOPMENT, DARB, SALIK, EMIRATES VEHICLE GATE.
- ✓ Strategic Sourcing. Knowledge in Developing Specification. How to assess internal & external as per department needs.
- ✓ Ethics in Procurement Process. What information can (not) give to or to more suppliers, company policy relating to ethics.
- ✓ Collaborating with budget holders (non-procurement), their role, aligning expectations and improving relationships between procurement and budget holders.
- ✓ Operation Procurement. Understands how to place orders with suppliers in compliance of holidays and events to buffer/ proper inventory day by day to maintain the operation.
- ✓ Procurement process. Sourcing processes & steps, link between sourcing and the operational procurement processes. Assessment. Sourcing processes & steps, link between sourcing and the operational procurement processes.
- ✓ Strong Negotiation Skills. Fundamental negotiation tactics. Analyzing supplier offers, shortlisting suppliers for negotiation, preparing for the negotiation, how to select the winner, giving feedback to all suppliers after negotiations.
- ✓ Basic contract negotiation. Written or oral contracts, impact of important clauses in negotiations, penalty
- ✓ Communications Oral & Written. Strong Interpersonal Skills & Ability to collaborate effectively.
- ✓ Supplier & Management Relationship. Inventory Management
- ✓ Purchase Forecasting & Good in Financial understanding.
- ✓ Strong Leadership Skills & Team player. Time Management Skills & Ability to Multitasking

KNOWLEDGEABLE IN:

- ✓ Knowledgeable in Microsoft Office (Microsoft Word, Excel, PDF)
- ✓ Knowledgeable in Basic Quickbooks System, Basic Tender System
- ✓ RFQ (Request of Quotation), LPO (Local Purchase Order), RM (Request materials), Quotation, Comparison
- ✓ Preparing Letter, Preparing Report.
- ✓ Preparing of Receipt Voucher, Tax Invoice
- ✓ Preparation of documents responding to Compliance.
- ✓ Preparation of Company profile handbook, Submittals & Letters.
- ✓ Cross checking the (DN) delivery note against (LPO) against Tax Invoice.

PERSONAL QUALITIES:

Analytical | Strategic | Organized | Personable | Persuasive | Goal-orientated | Practical and logical |
Hard-working | Eager to learn | Responsible | Independent

EMPLOYMENT RECORD:

Name of Company : Saif Al Khaili Group
Position : Admin / Coordinator
From – To : April – October 2023

Responsibilities:

- Monitoring the email, answering queries, receiving and sending documents, follow up for the daily operation.
- ABU DHABI POLICE -TAMM System - Renewing the vehicle of the company, Checking Traffic fines of all vehicle registered to the group of company, coordinate with the Location Head Department and Fleet Supervisors for verification.
- DARB, SALIK & RTA System - Monitoring the balance and reloading the various account of the company.

- **ADNOC SYSTEM** – Preparing report on monthly basis and submit to Cost Control & Finance Department. Checking the consumption of all the vehicle registered to the company, Personal vehicle with Fuel Chips issued by the company. Top Up additional limit as needed.
- **PETTY CASH REPORT.** Responsible to gather, prepare report manually of Fleet Department in daily expenses of the company in terms of the Maintenance of all the vehicle, Renewal, Traffic Fine Payment, DARB & SALIK reloading, Rented Vehicle and other expenses with regards of Transportation of the company
- Follow up of the Invoices with the Operation Team & Purchasing Department.
- **QUICKBOOKS** – encoding the expenses and Tax Invoice in daily manner as per receive invoices from supervisor and manager.
- **ATTENDANCE & DUTY ROSTER** – Upload the daily attendance of the staff in Time Suite and send Excel Sheet to HR Department.
- **PAYROLL** – Preparing and submitting manual attendance of the Staff and submitted to HR Department for the Payroll Procedures.
- **TAX INVOICE** – Preparing Tax Invoice for the monthly and daily rentals.
- **QUOTATION-** prepare quotation as per requirement of the customer and prices as per instructed by the manager.
- **RECEIPT VOUCHER** – Prepare voucher with full details against the amount received from Finance & HR.
- **TRANSFER STAFF** – Coordinating with the Fleet Supervisor and Location in-charge regarding from the location to new location. Prepare the documents for the approval once finalized to be sent to HR Department for the further procedure.
- **REPORT OF DUTY, REQUEST SIM CARD, & ACCOMMODATION, RENEWAL & NON RENEWAL, CLEARANCE** – Prepare the documents and get approval once finalized send to respective department.
- **REQUESTING FOR GATE PASS** – Coordinate with the Operation Team about the specific location to apply the Gate Pass & send the documents to the responsible department.

Name of Company : Sugar & Salt Station

Position : Procurement Manager

From – To : May 2021 – January 2023

Responsibilities:

- Devise and use fruitful sourcing strategies. Control spend and build a culture of long-term saving on procurement costs.
- Discover profitable suppliers and initiate business and organization partnerships. Examine and test existing contracts.
- Negotiate with external vendors to secure advantageous terms. Track and report key functional metrics to reduce expenses and improve effectiveness.
- Finalize purchase details of orders and deliveries. Inspect the Quality of the food & Non- Food products.
- Approve the ordering of necessary goods and services
- Collaborate with key persons to ensure clarity of the specifications and expectations of the company
- Foresee alterations in the comparative negotiating ability of suppliers and clients
- Expect unfavorable events through analysis of data and prepare control strategies
- Perform risk management for supply contracts and agreements
- Support the operation of the branches of the company
- Filing & Organizing the Invoices as per supplier
- Preparing documents and opening of Credit Facility to the suppliers
- Handling & make a report for petty cash in a monthly basis
- Perform inventory in a monthly basis
- Spot check inventory every 3 days to monitoring the variances
- Negotiating various contracts with vendors on quality, price and delivery
- Analyze and complete financial reports and pricing purpose.
- Keep track of all goods and services ordered and received with a comprehensive inventory
- Ensure responsible procurement practices are being met and comply with company objectives
- Creation of purchase orders
- Calculate all order costs and evaluate invoices for accuracy
- Prepare and update reports, records and pricing lists
- Work with key procurement software and systems
- Evaluate existing procurement policies and procedures and update accordingly
- Evaluate and select chosen suppliers using a set of criteria such as quality, price, delivery and sustainability.

Name of Company : Najmat Delta General Trading LLC
Position : Secretary
From – To : November 2017–July 2020

Responsibilities:

- Greeting of guest. Responsible for maintaining guest relation, welcome visitors and offering a refreshments.+
- Preparing letters and documents, sorting out emails
- Making draft contract for approval.
- Reading and understanding contracts, highlighted the important points.
- Making correspondent letter.
- Managing the accounts of the company through online portal. Depositing and withdrawing money from the bank.
- Coordinating with the manager about the details from the supplier and the clients to attend to their needs or queries.
- Preparing Quotation & Tax Invoice.
- Written and oral communication, typing, photocopying, scanning
- Responsible for the accounts of the agent, clients and applicant and the office.
- Undertaking payroll and other activities.
- Sorting correspondence and run errands for the manager.
- Coordinating for the maintenance of the office premises.
- Monitoring of the use of the office supplies and office equipment
- Arranging and booking of ticket for clients.

Name of Company : Kawader Labour Recruitment
Position : Secretary
From – To : February 2015 –November 2017

Responsibilities:

- Making Applications of the applicants. Communicating with the agencies about the applications.
- Preparing the documentation of the applicants and the clients.
- Marketing applicants on prospective clients. Dealing with client convincing client to close a deal.
- Following up the agencies to confirm if the selected applicant is ready to travel. Gather the documentations to verify validity of passport and medical is fit to work before marketing on the prospective clients.
- Calling the applicants directly Conduct an interview each of the applicant by calling them on their home country and communicating through WhatsApp, messenger or in any possible ways I can communicate with them well.
- Follow up clients about the processing of the visa and about the payments.
- Assist client all the queries that possible to ask.
- After the deal and the visa from client has been done send the visa copy or original copy to the agency to prepare the travel of the applicant. Booking of ticket.
- Briefing the applicant about the policy of the company, basic information about the family they are working with and the rules of do's and don'ts inside the house.
- Briefing the sponsor and applicant rights as per the law.
- Preparing of contract to sign between office and the sponsor.
- Follow up the sponsor for the process of the visa.
- Attend the problem or queries of the applicant or the sponsor.

EDUCATIONAL BACKGROUND:

PATTS COLLEGE OF AERONAUTICS
Paranaque City, Philippines
March 19, 2009