

# Shara Jean Templanza



## OBJECTIVES

- Dedicated and hardworking Human Resource Development Management graduate who's eager to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities.
- I am seeking a company where I can use my experience and education to help it surpass its goals.
- Highly organized, proactive and punctual with team-oriented mentality



### ADDRESS

30 San Isidro St Marisol  
Subdv. Santolan Pasig  
City



### PHONE

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### EMAIL

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## EXPERIENCE

10/2017 – Present

Purchasing Officer • Microsourcing Philippines Inc (*Monadelphous – Australian Engineering Company*) • Eastwood Quezon City

### JOB DESCRIPTION:

- Timely and accurate data entry of manual requisition to enable generation of purchase orders & purchase variations in JDE.
- Timely & accurate conversion of JDE electronic requisitions to generate purchase orders and variations
- Distributions of Purchase orders to relevant suppliers, requisition originators and buyers
- Checking and matching accuracy of Purchase orders (in JDE) to the approved supplier invoices (in E5) to enable accurate order receipting
- Data entry of confirmation of receipt of goods/services in JDE
- Close out open commitment in JDE after discussion and approval from operations
- Deactivate inactive, redundant and insolvent suppliers
- Filing and archiving of information to demonstrate adherence to policies and procedures that are readily available for external and internal audits
- Request to Pay
- Cross checking and documentation of suppliers for EFT payment

12/2016 – 09/2017

Purchasing Assistant • Arvato Digital Services (*German Company*)  
• Eastwood Quezon City

### JOB DESCRIPTION:

- Creating Purchase order through SAP (for North America and Philippines)
- Obtained purchased items by forwarding orders to the suppliers and monitored expedited orders
- Analyzed internal customer needs and accordingly developed procurement requirements
- Managed monthly purchase order shipments by deadline and cancellation dates
- Selected products best suited to satisfy customers' needs
- Analyzed competitive prices and products

01/2014 – 12/2016

Inventory Control Assistant Cum Checker/Purchasing Staff • ASERCO (Affiliated Electronics Service Corporation) • Santolan Pasig City

**JOB DESCRIPTION:**

- Ensures all items with proper documentation prior receiving and releasing
- Ensures accurate receiving and releasing of items
- Creates Shipping Manifest & Receiver's Confirmation Receipt
- Maintains records of transfer in and out
- Perform cycle count of all items, maintains accuracy and ensures authenticity of all counts
- Maintains count of all items
- Performs inventory reconciliation

01/2013-01/2014

Customer Service Representative • SPi Global former E-PLDT Ventus • Ortigas Pasig City

**JOB DESCRIPTION:**

- Assessed probing questions to determine service needs and accuracy input information into electronic systems
- Delivered service and support to each customer, paving way for future business opportunities
- De-escalating problematic customer concerns, maintaining calm, friendly demeanor
- Cultivated impactful relationships with customers and drove business development by delivering product knowledge

## EDUCATION

**Polytechnic University of the Philippines – Sta. Mesa, Manila**  
Bachelor of Science in Business Administration major in Human Resource Development Management

## SKILLS

- Microsoft Office Word, Excel and Powerpoint
- Documentation
- Skilled in using Oracle JD Edwards EnterpriseOne (Production) or JDE System
- Proficient in spoken and written English
- Knowledgeable in SAP
- Excellent organizational and multitasking abilities.
- Strong communication skills

## REFERENCES

- Sussie Acedera (Senior Purchasing Team Lead) • +639218139705
- Julie Ann Peralta (Control Supervisor) • +639554361424



