



# Ricky Murillo Baluca

*Purchasing officer/ Leasing Officer  
Sales Retail / Customer service  
Cashiering / Receptionist*

## ABOUT ME

Dynamic and results-oriented professional with extensive experience in purchasing, Leasing, Customer service, Visual artist/Cashiering and Receptionist. Excelled in supplier negotiation and relationship management. Demonstrated exceptional communication skills, fostering strong relationships with vendors and clients. Proven track record in budget tracking and deadline management ensuring project success and operational efficiency.

## CONTACT

☎ **052-853-7468**  
✉ **rickybaluca074@gmail.com**  
📍 **Al Buteen 2, Al Rigga Dubai**

## EDUCATION

### **Surigao State College of Technology**

B.S Hotel Management  
2016 - 2017

## EXPERTISE

- Active Listening
- Excellent in Communication
- Computer Literacy
- Customer service interpersonal skills
- Deadline Management
- Contract Administration
- Client Relationship Management
- Coordination Purchasing
- Client Negotiation
- Problem Solving skills
- Knowledge in MS Office Excel and PowerPoint

## WORK HISTORY

### **PURCHASING OFFICER**

Gaisano Capital Mall Surigao

*November 5, 2023 - November 10, 2024*

- Wrote standard operating procedures for department
- Implement policies to reduce cost and eliminate waste
- Performed monthly reconciliation of open purchasing orders
- Coordinated paperwork, updated spreadsheets, and maintained permanent records
- Sourced vendors, built relationships, and negotiated prices
- Reviewed order updates to identify best practices aligned with corporate goals
- Sourced vendors, built relationships, and negotiated prices.
- Used software to authorize and monitor purchase orders and consumables
- Participate in open houses and home tours

# Ricky Murillo Baluca

## CERTIFICATE

- Safety Officer- 1

## LANGUAGE

English

Filipino

## REFERENCES

Available upon request

Can join immediately

## WORK HISTORY

### LEASING OFFICER

#### Gaisano Capital Mall Surigao - Philippines

*April 2021 - September 2023*

- Responded to messages and inquiries and inquiries and used well-developed active listening and open-ended query quick issues resolution
- Corresponded with clients through email, telephone
- Verified tenant incomes and other information before accepting lease application
- Responded to request and scheduled appointments for property showing
- Greeted clients and prepared showed leases space
- Completed annual rent calculations
- Collected rent and tracked resident payments and information in system
- Assisted prospective tenants in paperwork completion and other logistics to facilitate smooth move-in process
- Distributed and followed up on tenant renewal notice

### VISUAL ARTIST / CASHIER

#### Gaisano Capital Mall Surigao - Philippines

*September 2019 - April 2021*

- Contributed to creative process through original ideas and inspiration
- Participated in creative teams for brainstorming sessions

### RECEPTIONIST CLERK / HOUSEKEEPER

#### Adriatico Pensionne - Manila, Philippines

*May 2018 - May 2019*

- Corresponded with clients through email, telephone
- Responded to inquiries from callers seeking information
- Sorted, received, and distributed mail correspondence between department and personal
- Confirm appointments, communicated with clients. And updated client records.