



+971 50 306 9547

efrenquitain37@gmail.com

Al Rigga, Deira Dubai UAE

Efren Quitain

## Personal Information

Gender: Male

Nationality: Filipino

Visa Status: Visit Visa - Immediate Joiner

## Skills

- Adaptable to any working environment.
- Can work with a diverse group of people.
- Results-Oriented
- Exceptional communication and interpersonal skills to interact with clients and colleagues.
- Proficient in MS Word Office Applications

## Language

- English
- Filipino

## Educational Attainment

Bachelor of Science in Commerce - Major in Business Administration  
AMA Computer College (Philippines)  
Year Graduated: 1999-2003

# EFREN QUITAIN

## SALESMAN/SHOP ASSISTANT

### STOCKROOM EXECUTIVE

ACE HARDWARE CORPORATION - LIPA BATANGAS, PHILIPPINES  
December 2020 - December 2023

- Purchase a supply of products or supplies.
- Determines the lowest cost for products and supplies.
- Track and record orders.
- Receive orders and document arrivals.
- Manage the supply base.
- Analyze the market and delivery systems.
- Source and interview vendors, and negotiate contracts and expenses.
- Analyze the supply base
- Prepare requisitions and purchase orders.
- Keep track of your order expenses.
- Communicate performance and cost to management.
- Recommend new procedures or systems for improvement; use new ideas and methods.
- Organize and schedule procurement promptly.
- Operate equipment and observe all safety measures.
- Comply with the scorecard measurement system to track values.
- Communicate with vendors, customers, team members, and management to align goals.

### STOCKROOM CLERK

LIPA MEDIX MEDICAL CENTER - LIPA BATANGAS, PHILIPPINES  
May 2011 - November 2020

- Purchase items or services that satisfy the organization's standards for quantity and quality. Evaluate and negotiate vendor contracts.
- Keep track of inventory, resupply as needed, and stay informed about industry trends and new products.
- Compare available items to industry trends to determine suitable pricing.
- Recommend new procedures or systems for improvement; use new ideas and methods.
- Organize and schedule procurement promptly.
- Operate equipment and observe all safety measures.
- Comply with the scorecard measurement system to track values.
- Communicate with vendors, customers, team members, and management to align goals.

# EFREN QUITAIN



## **CENTRAL SUPPLY ROOM CLERK**

LIPA MEDIX MEDICAL CENTER - LIPA BATANGAS, PHILIPPINES  
**May 2005 - April 2011**

- Efficiently manage the central supply room to ensure timely and accurate distribution of medical equipment and supplies to different departments. ☒
- Maintain organized inventory records, tracking expiration dates, and replenishing stock as needed.
- Collaborate with vendors to order and receive medical supplies, verifying quantities and quality upon delivery. ☒
- Work closely with healthcare staff to understand their supply needs and address any shortages or discrepancies.
- Implement and uphold strict hygiene and safety standards within the central supply room. ☒
- Perform regular audits and stock assessments to minimize waste and optimize inventory levels. ☒
- Assist in the development and implementation of efficient supply chain procedures to enhance overall operational effectiveness.
- Collaborate with purchasing and finance departments to reconcile invoices and manage budgetary constraints effectively.
- Provide support during emergencies, ensuring the availability and rapid deployment of critical supplies
- Evaluate all invoices for suitable filing and consent before identifying inconsistencies and errors.

## **Other Job History**

### **PROPERTY CUSTODIAN**

LIPA MEDIX MEDICAL CENTER - LIPA BATANGAS, PHILIPPINES  
**2004-2005**

### **PRODUCTION OPERATOR**

LIPA MEDIX MEDICAL CENTER - LIPA BATANGAS, PHILIPPINES  
**2003-2004**