

# PAUL JOHN GUARDE

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## PROCUREMENT | ADMINISTRATION | ACCOUNTS

Reliable, energetic, and efficiently performs multiple responsibilities with over ten years of proven experience in procurement, and administrative roles. Strong negotiation and communication skills.

### CAREER HIGHLIGHTS AND PROFESSIONAL WORK EXPERTISE

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#### Administrative Officer

Right Choice Management Facility Management - July 27, 2024 to Present

Coordinate with the whole department such as:

- Managing stock of the office.
- Preparing regular reports (e.g. expenses and office budgets)
- Organizing company records
- Welcoming visitors and clients
- Overseeing the activities of office cleaning staff and maintenance vendors
- Typing and proof reading various company documents.

#### Administrative Assistant

Department of Agriculture, Pampanga, Philippines - Sep 2020 to Dec 2022

Ensured the delivery of quality service by overseeing various responsibilities:

- Coordinator for local government unit 18 municipalities through assistance in the enrollment process, filling out of forms and data validation of around 180k+ farmer beneficiaries of the agricultural projects.
- Supervise and monitor performance of eight (8) local municipal validators.
- Prepare, consolidate reports for the weekly updates and monthly reports on the project status.

#### Procurement Officer

Gulf Vending – Quick Snack LLC, Dubai, UAE - Feb 2019 to Aug 2020

Drive impactful results in procurement and logistics and reflects my ability to optimize procurement processes, negotiate effectively, and ensure the seamless flow of materials and documentation:

- Evaluate Internal Requisition, source out availability of requested products, spare parts, and machines.
- Get quotation from suppliers, opening of bids for comparison of price, quality, warranty, terms and conditions.
- Prepare Purchase Order and ensure on time delivery.
- Process required documents necessary for the shipping and claiming of the shipment.
- Check the delivered items, quality, expiry, and correct product specifications.

#### Procurement Officer

Soul Hospitality Restaurant LLC Al Barari Firm Management, Dubai, UAE – Oct 2016 to Dec 2017

Highlights my ability to seamlessly integrate procurement, and administrative functions, driving efficiency and achieving optimal results across diverse responsibilities:

- Source out suppliers, negotiate the company's purchasing agreements, compare with industry trends pricing.
- Prepare Purchase Order after evaluation of the request.
- Manage stocks inventory, perform annual stock count.

### Accounts and Administrative Assistant

Soul Hospitality Restaurant LLC Al Barari Firm Management, Dubai, UAE – Oct 2016 to Dec 2017

- Multi-tasking administrative function to coordinate with the PRO for the visa requirements and medical documents.
- Leave application monitoring and update in the system.
- Manage drivers schedule and availability.
- Petty cash custodian.
- Control and issue cash, collecting and counting receipts.
- Preparing for the deposits, delivering cash to the bank and reconciling the cash balance with the ledger.

### Procurement Officer

Sustainable Builders Al Barari Firm Management, Dubai, UAE – Oct 2014 to Oct 2016

Reflects my ability to streamline procurement processes, negotiate effectively, and ensure the delivery of quality materials in a timely manner and excel in optimizing processes and achieving impactful outcomes:

- Evaluate Internal Requisition, source out availability of requested products, spare parts, and machines.
- Get quotation from suppliers, opening of bids for comparison of price, quality, warranty, terms and conditions.
- Prepare Purchase Order and ensure on time delivery.
- Process required documents necessary for the shipping and claiming of the shipment.
- Check the delivered items, quality, expiry, and correct product specifications.

### Administrative Assistant

Public Safety Mutual Benefit Fund Inc., Davao City, Philippines Nov 2009 to Dec 2013

Specialize in optimizing documentation, ensuring document security, and delivering efficient customer service:

- Implemented a filing system for 400 loan application received in a month maintaining a high level of data integrity.
- Front-liner in office operations and field service credit investigations, showcasing adaptability and proficiency.
- Assisted members in loan applications and queries, contributing to a positive member experience.
- Calculated estimated net proceeds and prepared statements of accounts for loan balances, ensuring accuracy.
- Prepared check inventory releases & check on hand reports on a daily, weekly, and monthly basis, optimizing transparency.
- Assisted in the release of benefit claims, following up on Central Office matters and supporting family members.

### Audit Assistant

Philip Morris Tobacco Inc. Distributor, General Santos City, Philippines May 2009 to Nov 2009

- Spot audit inventory with salesman, verify sales routine transaction, stocks inventory count, review PO

### Sales Representative Customer Investigation

Engineering and Machines Corp., Davao City June 2007 to April 2009

- Conduct customer background credit investigation

### Purchasing Officer

Celebes Canning Corp., General Santos City, Philippines April 2005 to June 2007

- Requests price quotations from suppliers of equipment, spare parts, tin can, office supplies, can label

### Payroll Clerk

Celebes Canning Corp., General Santos City, Philippines April 2003 to June 2007

- Encode salary rate and benefits, overtime, salary deductions for 800 production crew.

## EDUCATION

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BSC Major in Management Accounting

Notre Dame of Dadiangas University, General Santos City, Philippines - 2002

## KEY SKILLS

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- Mastery of Microsoft Office (Word, Excel, PowerPoint)
- Excellent communication skills with focus on negotiation, customer relations and team building.
- Outstanding organizational, multitasking, and problem-solving abilities.

## PERSONAL DETAILS

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Visa Status : Freelance Visa (Dubai)

Driving License : Professional issued from Philippines