

## **Jobelle J. Quinto**

**Address:** Celina Plains Subdivision Brgy. Poooc  
Santa Rosa City, Province of Laguna Philippines  
**Mobile No.:** 0938-051-6911 / 0945-3788-242  
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### **OBJECTIVE**

To contribute and develop my acquired knowledge and skills and to be a part of progressive organization. I am highly interested and unified to a company that is driven to excellence and promotes professional development based on dedication, loyalty and work ethics.

### **PROFESSIONAL HISTORY**

**Company Name:** Laguna Auto-parts Manufacturing Corporation  
**Address:** 102 South Science Ave. Laguna Techno Park Santa Rosa City  
Province of Laguna Philippines .  
**Date of tenure:** May 11, 2015 – Present  
**Position:** Procurement Buyer/Staff  
**Description of Roles:**

1. To ensure proper implementation and processing of assigned procurement activity from inquiries to deliveries.
2. Strict compliance to legal and ethical requirements as defined by the company.
3. Strict compliance to the company's systems/procedures, customer requirements including rules and regulations of the government.
4. Effective communication to suppliers and end users
5. Preparation of Procurement report

#### **Knowhow on IT Systems**

1. ORACLE Purchasing & Inventory Systems
2. Microsoft Office Systems

## **Education:**

<b>Tertiary</b>	Asian Institute of Computer Studies Santa Rosa City, Laguna	2013-2015
<b>Course taken:</b>	<b>Business Information management</b>	
<b>Secondary</b>	Laguna Eastern Academy S.R.I Santa. Rosa City, Laguna	2011-2013
	Bantad National High School Gumaca, Quezon Province	2009-2011
<b>Primary</b>	Villafuerte Elementary School Gumaca, Quezon Province	2003-2009

## **Personal Information:**

<b>Name:</b>	Jobelle Javier Quinto
<b>Address:</b>	Celina Plains Subdivision Brgy. Pooc Santa Rosa City, Province of Laguna Philippines
<b>Age:</b>	23 years old
<b>Date of Birth:</b>	December 13, 1996
<b>Place of Birth:</b>	Gumaca, Quezon
<b>Marital status:</b>	Single
<b>Religion:</b>	Catholic
<b>Citizenship:</b>	Filipino

## **Character References:**

Available upon request

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**Jobelle J. Quinto**

Applicant