

**RAQUEL NACIONALES**  
#3 DR. C. MANUEL STREET SCIENCEVILLE  
BETTER LIVING SUBD. PARANAQUE CITY  
0932 3835412  
[ryquel102712@gmail.com](mailto:ryquel102712@gmail.com)



**PURCHASE OFFICER / LOGISTICS ASSISTANT / ADMINISTRATOR/CUSTOMER SERVICE**

Dedicated Professional, with an ability to provide administrative support and relations with fellow staff. Flexible, quick learner who adapts easily to new situations and enjoys a challenge. Possess strong data management skills, ability to interact with cross-functional departments. Willing to join a successful oriented corporation with an opportunity to enhance my skills and contribute to the growth of the organization.

**KEY STRENGTHS**

- ❖ Multifaceted
- ❖ Demonstrated ability to maintain constructive relationships with others.
- ❖ Customer Service Skills
- ❖ Trusted in handling Confidential Matters
- ❖ Multitasker
- ❖ Excellent Communication & Presentation Skills
- ❖ Problem Solver
- ❖ Excellent typing Skills
- ❖ Proficient in Microsoft Office

**CORE COMPETENCIES**

- ❖ Self-motivated professional with over 9 years of experience in different industries in the Philippines and Middle East.
- ❖ I possess a Bachelor Degree in Office Administration
- ❖ Resourceful problem solver capable of implementing solutions to complex problems.
- ❖ Skilled in understanding and reviewing purchase orders, invoices, sales and other reports
- ❖ Very proficient, quick and comfortable with personal computer navigation and operation.
- ❖ Energetic and hard-working with the ability to adapt the environment easily.
- ❖ Excellent knowledge of Documentation Filing System.

**PROFESSIONAL EXPERIENCES**

**Admin Officer cum Logistic Assistant  
(June 2018 – November 2019)**

Daldhis General Trading LLC

Trading/Automotive Dubai, UAE (Direct Reporting To: CEO / General Manager)

- ❖ Create Purchase Order on basis of intent and company needs and negotiate with suppliers regarding price, payment terms, delivery terms, packing and warranty of the items
- ❖ Arrange the logistics for all import shipments as per terms and condition of the sale and purchase orders
  
- ❖ Checking of shipping documents for customs clearance such as Commercial Invoice, Packing List, Certificate of Origin and Bill of Lading
- ❖ Communicate with forwarding companies, shipping companies and courier companies for the best rates
- ❖ Daily update of Shipment Report and Purchase Order status
- ❖ Preparing Telegraphic Transfer for the payment and coordinates to bank as well
- ❖ Performs administrative support activities for multiple supervisors and to the General Manager (screening calls, receiving and directing visitors, clients and job candidates, making travel arrangements, making business correspondence, systematically sorts and routes letters and memoranda, operates basic office equipment).
- ❖ Prepares expense reports and staff payroll thru Wages Protection System (WPS).
- ❖ Updating/Maintaining employees database records and sensitivity to confidential matters.
- ❖ Coordinates with PRO in processing of staff's visas, renewal of tenancy contract and business permit of the company in accordance to U.A.E. Labor Laws.
- ❖ Maintain an adequate inventory of office supplies
- ❖ Acts as Personal Assistant to the General Manager to perform other ad hoc duties.

**Purchase Officer (Part Time Job)  
(December 2017 – March 2018)**

Incube Middle East LLC

Interior/ Decoration Contractors Dubai, UAE (Direct Reporting To: CEO / General Manager)

- ❖ Coordinates from Site Supervisor for the urgent materials needs to be purchased and delivered for the same.
- ❖ Negotiates from suppliers regarding prices, terms of payment and deliveries
- ❖ Prepares summary of material list with prices for approvals
- ❖ Communicates with Delivery Team for the collection of purchased materials and monitors till they sent to site and received by Site Supervisor or requestor.
- ❖ Daily update of material list of each Project
- ❖ Filing all the Supplier Invoices, DO's and acknowledgment receipt from site.
- ❖ Maintain an adequate inventory of office supplies
- ❖ Preparing correspondence as required by concern individuals, Invoices, Quotations/Contract for projects
- ❖ Performs administrative support activities for multiple supervisors and to the General Manager

**Purchase Officer cum Logistic Assistant  
(February 2017 – October 2017)**

Desert Face Trading LLC

Trading / Automotive Dubai, UAE (Direct Reporting To: CEO / General Manager)

- ❖ Create Purchase Order on basis of intent and company needs
- ❖ Negotiate with suppliers regarding price, payment terms, delivery terms, packing and warranty of the items
- ❖ Follow up with suppliers about the status of the confirmed orders
- ❖ Arrange the logistics for all import shipments as per terms and condition of the sale and purchase orders
- ❖ Checking of shipping documents for customs clearance such as Commercial Invoice, Packing List, Certificate of Origin and Bill of Lading
- ❖ Communicate with forwarding companies, shipping companies and courier companies for the best rates

- ❖ Daily update of Shipment Report and Purchase Order status
- ❖ Preparing Telegraphic Transfer for the payment and coordinates to bank as well
- ❖ Preparing New Arrival list of goods and distributing to Sales Department
- ❖ Sorting all original documents received from supplier and forwarding to forwarder agent for clearing

**Secretary cum Administrator  
(January 2014 – November 2016)**

Praktika Consultancy

Engineering Consultant/M.E.P Design (Dubai, UAE)

(Direct Reporting To: CEO / General Manager)

- ❖ Performs administrative support activities for multiple supervisors and to the General Manager (screening calls, receiving and directing visitors, clients and job candidates, making travel arrangements, making business correspondence, systematically sorts and routes letters and memoranda, operates basic office equipment).
- ❖ Prepares expense reports and staff payroll thru Wages Protection System (WPS).
- ❖ Updating/Maintaining employees database records and sensitivity to confidential matters.
- ❖ Coordinates with PRO in processing of staff's visas, renewal of tenancy contract and business permit of the company in accordance to U.A.E. Labor Laws.
- ❖ Handles and prepares documents for renewal of local authorities' membership for authority approvals (Dubai Civil Defence, Dubai Municipality, Society of Engineers, Trakhees).
- ❖ Preparing correspondence as required by concern individuals, invoices, quotations/contract for projects.
- ❖ Coordinates with Site, Mechanical and Electrical Engineers to organize the various components needed for the projects
- ❖ Maintain an adequate inventory of office supplies
- ❖ Acts as Personal Assistant to the General Manager to perform other ad hoc duties.

**Service Support cum Supervisor  
(January 2008 – November 2013)**

Creative Technologies Incorporated

I.T /Software Manila, Philippines

(Direct Reporting To: Technical Head Manager)

- ❖ Updating all client's inquiries and request for repair via email
- ❖ Preparing daily reports of field Engineers and daily summary service report of client
- ❖ Deploying engineers for the next business day onsite service and Assigning repair unit for in- house Engineers.
- ❖ Coordinates to Supplier for the approval of the requested part/s for replacement
- ❖ Requesting parts to be replace to our IBM, ACER and HP coordinator
- ❖ Liaise with clients' and internal departments and providing solutions
- ❖ Preparing monthly summary service report to be submitted to clients
- ❖ Giving update/feedback to client regarding their unit's status from time to time.
- ❖ Providing customer service report weekly
- ❖ Monitoring Field Engineers daily service report, pending and updates
- ❖ Keeps DEMO file from Sales reference for the availability of the unit
- ❖ Performs other duties and responsibilities as assigned

## **TRAINING ATTENDED**

Hewlett Packard Philippines and People Ignite organizational Development and Training Inc. Title: Total Customer Experience A.C.T Workshop  
Makati City, Philippines

## **EDUCATIONAL QUALIFICATION**

Tertiary : Polytechnic University of the Philippines, Manila, Philippines  
Bachelor in Office Administration 2004-2007

Vocational: University of Makati, Makati City, Philippines

Certificate of Computer Secretarial, 2002-2004

## **LANGUAGES KNOWN**

English (Read, Write, & Speak)

Tagalog (Read, Write, & Speak)

## **SOFTWARE PROFICIENCY**

Microsoft Office (Word, Excel, PowerPoint, Outlook)

Winsoft Application

## **PERSONAL BACKGROUND**

Birth date : October 12, 1984  
Birthplace : Dagupan City Pangasinan, Philippines  
Age : 36 years old  
Status : Married  
Religion : Roman Catholic

I hereby attest that the above information is true and correct to the best of my knowledge.

*\*Supporting Documents and References will be provided on request \**