

JUSTIN FREDERIC ZUÑIGA GOPELA

Address: AL KHOR, QATAR • **Contact:** 00974-66150588

Email Address: jgopela@gmail.com

WORK EXPERIENCE

LOGISTICS AND PROCUREMENT COORDINATOR

MAN Energy Solutions Qatar Navigation WLL (Marine Engine and Spares Parts)
(Formerly MAN Diesel and Turbo Qatar Navigation LLC)

July 12, 2015 to present (Ras Laffan Industrial City, State of Qatar)

- Purchaser role for worldwide markets and inside the country.
- Negotiates with suppliers and to determine preferable contract terms or get better price and implement negotiation techniques to communicate with external companies professionally.
- Coordinates supplier-related activities and their performance to ensure that they are meeting compliance and coordinate with these companies to resolve any issues that arise.
- Establish rapport with suppliers ensure the quality of the goods and delivery, as well as the terms of the contract/s are met.
- Prepares purchase orders on the system (SAP) and send approved copies to suppliers.
- Ensure inventory quantities are sufficient for needs, ordering more materials when necessary.
- Respond to customers' and suppliers' inquiries about order status, changes, or cancellations.
- Contacts suppliers to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
- Reviews requisition orders to verify accuracy, terminology, and specifications.
- Prepares, maintains, and reviews purchasing files, reports, and price lists.
- Compares prices, specifications, and delivery terms to determine the best suppliers.
- Locates suppliers, using sources such as catalogs and the internet, and interview them to gather information about products to be ordered.
- Coordinates with suppliers and couriers to ensure swift delivery of orders.
- Checks shipments upon arrival to ensure that orders have been filled correctly and that goods meet specifications.
- Coordinates with Finance Department to ensure that the order is paid on time based on the agreement of both parties.
- Conducts semi-annual evaluation and re-evaluation of business partners.
- Assists in the process of ISO Certification and periodic internal and external Audit.

SALES and TRAINING OFFICER

PCDSI Philippines, Bicol South Cluster (Direct Selling business worldwide)
August 2014 to June 20, 2015 (Quezon Ave., Quezon City, Philippines)

- STO focuses on the growth of the company's business in branches by implementing sales and marketing plans for revenue increase, recruitment, training and coaching of dealers.

Key Responsibilities:

- Ensures achievement of sales revenue targets and implements sales and marketing programs to achieve revenue growth.
- Manages activities for dealer recruitment, briefings on PC business, dealer training and coaching, and other initiatives to support dealers in growing their revenue and businesses.
- Manages sales and marketing promotional activities and product launches; makes selling aids, collaterals, merchandising materials, and premium items available.
- Implements all branch operating standards and procedures.
- Provides quality management information in a timely manner through standard reports.

PROCUREMENT CLERK AND DISTRIBUTION REPRESENTATIVE

JLZG ENTERPRISES (Pharmaceutical, Dental Supplies and Equipment) Family-owned
March 21, 2014 to August 2014 (Bulan, Sorsogon, Philippines)

- Maintain knowledge of all organizational and governmental rules on logistics & purchasing.

CORPORATE STAFF ASSISTANT / SPECIALIST II, Transmission Section

National Grid Corporation of the Philippines (Electric Power Sector/Utility)
June 29, 2009 to March 20, 2014 (Naga City, Philippines)

- Safekeeping of ROW documents, maintaining the ROW corridor of transmission lines and processing of ROW claims.
- Coordinates with landowners, private and government agencies related to processing of claims.
- Perform other duties that may be required.

CORPORATE STAFF ASSISTANT B, Right-of-Way, Transmission section

National Grid Corporation of the Philippines (Electric Power Sector/Utility)
January 2, 2009 to June 28, 2009 (Naga City, Philippines)

- Coordination and/or negotiation with various host landowners, LGUs, and gov't agencies affected by ROW clearing operations, power line replacement/repair of hardware, entry of company personnel and contractors.
- Performs safekeeping of technical documents, files, and other pertinent documents.

CORPORATE STAFF ASSISTANT B, Right-of-Way, Transmission section

National Transmission Corporation (Electric Power Sector/Utility)
August 16, 2005 to December 31, 2008 (Daraga, Albay, Philippines)

- Processes clients', co-employees' and personal claims (i.e., Right-Of-Way claims, Disbursement Vouchers, Reimbursements, Liquidations, Travel Allowances, etc.)
- Performs liaison works.

SUBSTATION TENDER

National Transmission Corporation (Electric Power Sector/Utility)
July 1, 2003 to August 15, 2005 (Balogo, Sorsogon City, Philippines)

- Monitors and maintains substation facilities and power equipment.
- Accurately records substation operation, technical documents & electric meter reading.

COLLEGE INSTRUCTOR

Solis Institute of Technology (Academic Institution)
November 2002 to April 2003 (Bulan, Sorsogon, Philippines)

- Performs methods of teaching specializing in Electronics, Electrical and Electrical Tools and Equipment.

INVENTORY CLERK/SERVICE CREW

Jollibee Foods Corporation (Food Chain Franchise)
June 2002 to September 2002 (Rizal St., Old Albay, Legazpi City. Philippines)

- Performs inventory, and replenishments of stocks.
- Prepares inventory reports.
- Provides excellent service to customers.

LAYOUT ARTIST/COMPUTER ENCODER (short term Job Order)

Bicol University Extension Service Center (University Publication/Media)
April 2002 to June 2002 (Bicol University Extension Service Center, Legazpi City)

- Layout publication images/graphics/news for the university publication/newspaper.

REFERENCES

SHERIE ANN RAMOS

Head, Order Management
MAN Energy Solutions Qatar Navigation WLL
Sherie.Ramos@man-es.com
Mobile No. 0097466659182

VYSHAK K. VALAPPIL

Supply Chain Supervisor
MAN Energy Solutions Qatar Navigation WLL
Vyshak.Valappil@man-es.com
Mobile No. 00907455944434

ELIGIBILITIES ACQUIRED

CSC ELIGIBILITY under PD 907

(Honor Graduate)
April 2012, Legazpi City, Philippines

LICENSED PROFESSIONAL TEACHER

Registration No. 0779391
2012, Manila, Philippines

EDUCATION

BACHELOR OF SCIENCE IN INDUSTRIAL EDUCATION

Bicol University College of Industrial Technology

Legazpi City, Philippines

School Year 1998 to 2002 (**CUMLAUDE**)

BULAN NATIONAL HIGH SCHOOL

Zone 8, Bulan, Sorsogon

School Year 1994 to 1998

FABRICA ELEMENTARY SCHOOL

Brgy. Fabrica, Bulan, Sorsogon

School Year 1988 to 1994 (**CLASS VALEDICTOREAN**)