



Katherine Gamara Dinulos

Experience in contracts management and vendor relationship management.



Objective

Desire a challenging position that I will be able to contribute to the continuous development of the organization as well as opportunities for career and personal growth.



Contact

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Cabuyao, Laguna, Philippines



Skills & Qualifications

- Work management ability
- Service Oriented
- Strong multi-tasking skills
- Excellent verbal and written skills
- Analytical and problem-solving skills



Work Experience

Contracts Administrator July 2020 – Present
(Senior Associate)
FactSet Philippines, Inc.
Taguig, Manila, Philippines

- Facilitate content acquisition according to business needs by obtaining data licensing deals and partnerships for data feeds
- Secure proper authorization and/or contracts to deliver new data to clients. Negotiate new consent letters/agreements/amendments to distribute the data to clients.
- Coordinate on-boarding and compliance of new data, ensuring that the content is mapped to the correct agreement and all reporting requirements are met
- Enforce compliance with the terms and disseminate information in all internal systems
- Coordinate with vendors and internal groups including Sales, Finance, Product Development and Legal to support and implement data vendor administrative processes
- Acts as a liaison between internal and external contacts to manage vendor relationships

Operations Analyst (MAS Payroll U.S) February 2020 – June 2020
ADP Philippines Inc.
Makati, Philippines

- Basic Elements of Payroll
- Navigating and understanding ADP’s system and tools such as 5tab, CEH and SAP
- Client service focus

Assistant Logistics Coordinator June 2018- May 2019
MASAFA INVESTMENT LLC
Dubai, UAE

- Receive shipments and ensure both quality and quantity
- Coordinate deliveries for repaired or returned items
- Monitor and facilitate for customer and stock repair
- Allocating and distribution of stocks per branch
- Procurement of stocks
- Review bills, invoices, and purchase orders
- Directly coordinating with the suppliers in terms of orders, for repair items, packaging etc.
- Ensure and maintain stocks
- Preparing and providing necessary reports to the supplier

Sales Consultant June 2017 – June 2018
MASAFA Investment LLC
Dubai, UAE

- Answer customer queries regarding the products
- Receive and process cash, check, and charge/credit payments
- Take stock inventory and requisition of new stock

- Communication and Project Management
- Detail-oriented
- Tech-savvy
- Microsoft Office



Education

BS PSYCHOLOGY Pamantasan ng Cabuyao Laguna, Philippines	2012-2016
ASSOCIATE IN HOTEL AND RESTAURANT MANAGEMENT University of Perpetual Help Laguna Laguna, Philippines	2010-2012