

MARCELO BITAO JR

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AREAS OF EFFECTIVENESS

- Order Management
- Administrative Officer

DEMONSTRATED SKILLS

Administrative Officer. Serve as the point of contact for all employees, providing administrative support and managing their queries. Give assistance to visitors while conducting visit within the company premises. Answering the phone to take messages or redirecting calls to appropriate colleagues.

Order Management. Manage the inbound process and to ensure all the orders are placed to vendor. Accountable for all the receiving, good returns, and submit the documents for costing.

Prepare purchase orders and check inbound deliveries to ensure products received are as per the purchase order. Coordinate with vendors for the place orders and for discrepancy. Work with warehouse staff to tally the orders.

EMPLOYMENT HISTORY

Mejdaf Trading Company

Riyadh, Kingdom of Saudi Arabia

Purchase Officer

March 2020 – Present

Procurement & Materials Dept.

Position : **Local Purchase Officer**

Department : **Procurement Department**

Job Description

- Create order in the system, update the vendor's details, payment terms and price.
- Printing of PO's once the Purchase Order is finalize and digitally encoded from the system.
- Place the PO's to vendor and monitor the delivery status of Material/Product Order from suppliers.

- Create payment request and ask for approvals of the management, then submit to finance department.
- Coordinate with the warehouse team to receive the materials.
- Prepare for the invoice and other document for costing to close the PO in system
- Processing of Material Purchase Request and sourcing of Materials from local Markets required.
- Ensure all documents are digitally stored from the system for retrieving electronic and hard copy of documents.

IntelliGence Training and Consultancy

Riyadh, Kingdom of Saudi Arabia

Position : **Test Administrator**
 Department : **Test Center**

August 27, 2018 to March 2020

Job Description

- Managing The Test Center
- Checking identities if match in their schedule.
- Assisting all the Candidates for their Exam/ Inquiry
- Keep all the Materials, Secured and maintain Confidential.
- Resolving Technical Error issue during the Exam.

University Student Service Office (USSO)

Riyadh, Kingdom of Saudi Arabia

Cashier/ Plotter Machine Operator

February 15, 2015 to August 2018

- Receiving Paper, Printing, Dispatch the finish Product.
- Working MS Word / Power Point / Excel / Cashier / Office Works / Photoshop Photo Editing (Basic)

Jollibee Food Corporation

Urdaneta City, Pangasinan, Philippines

May 7, 2011 – January 2015

KFC Restaurant

Urdaneta City, Pangasinan, Philippines

September 7, 2010 – February 15, 2011

EDUCATION

COLLEGE

2006 – 2010

**Bachelor of Science in Information and
Communication Technology** (undergraduate)
Pangasinan State University
Urdaneta City, Pangasinan, Philippine

HIGH SCHOOL

2002 – 2006

Juan G. Macaraeg National High School
Binalonan, Pangasinan, Philippines

ELEMENTARY

1996 - 2002

Balangobong San-Pablo Elementay School
Balangobong, Binalonan, Pangasinan, Philippines

SKILLS AND ELIGIBILITIES

Knowledgeable with AutoCAD/Photoshop(Basic)
Knowledgeable in MS Excel, Word and PowerPoint
Oral and written communication skills (English and Filipino language)
Can operate light vehicle (with Saudi Driving License).

TRAINING

OnTraining

Fiber Optic
COMSOFIL Riyadh 2018

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



Marcelo Bitao Jr.