

NORBERT A. ERMITA

Contact

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Languages

English
Tagalog

Major Function

Section Head responsible for over-all management of Ice Machine Business Unit. Supervises and supports Sales, Projects, and Service workforce for daily operational activities. Provides direction for process improvement and efficiency in achieving the target for both sales and after-sales activities of the department.

Skill Highlights

- Leadership Skills
- Organized and Flexible
- Process Improvement
- Sales & Marketing
- Innovative
- Can Work Under Pressure

Experience

(1) PATKOL PHILIPPINES CORPORATION: Eastwood, Libis, Quezon City

- Reports to the President: October 2012 to present
 - **Sales Senior Executive**
 - **Assistant Sales Division Manager**
 - **Deputy Manager**
- ✓ Handles sales and marketing of ice machine and spare parts
- ✓ Supervises daily operational task and evaluates sub-ordinates
- ✓ Prepares targets and performance reports to the management
- ✓ Approves requisition and document needed by the department
- ✓ Closely coordinate with all department involves in the operation
- ✓ Handles over-all budget allocation and monitoring expenditures

(2) MAYEKAWA PHILIPPINES CORPORATION: Ortigas, Pasig City

- Reported to the Sales Manager: April 2010 to October 2012
 - **Sales and Project Logistics Coordinator**
- ✓ Supported logistics for the smooth flow of Sales and Project operations
- ✓ Handled purchasing local, imported items and shipment monitoring
- ✓ Processed import and export coordination and dispatching
- ✓ Provided support for equipment warehousing and project coordination
- ✓ Handled inventory and sales report preparation needed by the department

(3) FUJI ELECTRIC PHILIPPINES, INC: CIP1, Canlubang, Laguna

- Reported to the Purchasing Manager: August 2005 to April 2010
 - **Purchasing Assistant**
 - **Planning and Logistics Officer**
- ✓ Assisted in the administration, management and control of Department's operations and activities.
- ✓ Managed materials planning and inventory control
- ✓ Processed PEZA documents and monitored import expense vs. budget
- ✓ Handled evaluation and qualification of new suppliers
- ✓ Maintained quality records and certified internal auditor (QMS, EMS)

Education

Bachelor of Science: **Industrial Engineering**, 2000-2005

Batangas State University: Alangilan Campus, Batangas

Bachelor of Industrial Technology: **Major in Electronics**, 1999-2000