

Marcelo Bitao Jr

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Al Olaya, Riyadh Kingdom of Saudi

WORK EXPERIENCE

Purchase officer

Mar 2020 - Present

Mejdaf Trading Company • Riyadh, Saudi Arabia

- Create order in the system, update the vendor's details, payment terms and price.
- Printing of PO's once the Purchase Order is finalized and digitally encoded from the system.
- Placed the PO's to vendor and monitor the delivery status of Material/Product Order from suppliers.
- Create payment requests and ask for approvals of the management, then submit to the finance department.
- Coordinate with the warehouse team to receive the materials.
- Prepare for the invoice and delivery sheet and other documents for costing to close the PO in the 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.

Test Administrator

Aug 2018 - Mar 2020

Intelligence Training and Consultancy • Riyadh, Saudi Arabia

- Managing the Test center.
- Assisting all the Candidates for their Exam/Inquiry
- Keep all the Materials, Secured and maintain confidentiality.
- Resolving Technical Error issue during the Exam and report to technical team(personvue).

Printing Operator

Feb 2015 - Aug 2018

University Student Service Office (USSO) • Riyadh, Saudi Arabia

- Receiving Paper, Printing, Dispatch for the finish Product Cashier, Office Works / Plotter Machine Operator / Photoshop Photo Editing (Basic)

Delivery Rider

May 2011 to January 2015

Jollibee Food Corporation • Urdaneta

Delivery Rider

September 2010 to February 2011

KFC Restaurant • Urdaneta

SKILLS

- Purchasing
- Administrative Officer.
- Procurement
- Pricing
- Logistics
- Order Management

EDUCATION

College

- Bachelor of Science in Information and Communication Technology (inundergraduate)
Pangasinan State University 2006 to 2010

Secondary School

- Juan G. Macaraeg National High School
2002 to 2006

Primary School

- Balangobong - San Pablo Elementary School
1996 to 2002

Certifications and Licenses

- Driving license Valid until December 2023.