Marijon Marjorie M.Gambot
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Oral communications in client inclined form of services is my natural gift and skill. I have mastered gaining trust and confidence from clients due to my years of experience in service-oriented jobs. Supervision comes next and was freshly developed in my most recent experience in automotive body repairs.

WORK EXPERIENCES

Purchasing Supervisor – (2023- Present)
(Promoted)
Safari Rent a Car
1839 Eureka St. Barangay Makati City

- Promote company integrity within purchasing section.
- Evaluate supplier performance and recommend improvements where necessary.
- Work closely with motor pool assistant manager and fleet management supervisor to ensure materials and supplies are delivered on time to support the repair of vehicles.
- Responsible for managing, meeting/exceeding key performance metrics in terms of accurate PO processing, on time delivery, supplier payment, and supplier issue resolution.
- Leads process improvements which affects the purchasing group's efficiency and effectiveness to deliver internal customer requirements.
- Monitors and ensure the effectiveness of the implemented procurement strategy.
- Coach, mentor and train the team on best practices and purchasing procedure.
- Develop and implement procurement strategies to ensure timely and cost-effective procurement of vehicle parts, acquisition of new vehicles, tool and equipment needed by motor pool.
- To achieve immediate savings by choosing suppliers who can provide the best prices and terms.
- Delegate and monitor fully matured vehicle's bank documents such as Deed of sale, and cancelation of mortgage and ensure that vehicle's certificate of registration and LTO official receipt are readily for pick-up.
- Management of vehicles that are due for disposal.
- Proposed improve in managing warehouse inventory/stock.

Purchasing Assistant to Team Leader – Purchasing Department (2021-Present)
(Promoted after Provisionary)
Safari Rent a Car
1839 Eureka St. Barangay Makati City

- Ensure the smooth flow of the request order and purchase order. Create and develop a purchasing strategy in order to maintain good quality and fair prices on all purchase.
- Ensure to achieve on time delivery of all purchases from supplier.
- Ensure that all purchased vehicles and services are being processed in file maker System and that all delivery of new vehicles have approved purchase orders.
- Do price checks, gather and provide competitive data/information. Conduct market research to identify pricing trends. Maintain knowledge of market/ industry trends.
- Communicate and follow up with vendors as instructed. Maintain strong working relationships with our vendors.
- Canvassing prices and discounts from different vendors.
- Responsible for checking financial rates and credit line with financing companies.
- Coordinate with financing companies/banks regarding lease/ financial documents for the purchase of brand new units.
- Process request for cheque payment for the monthly amortization of units to be purchased.
- Update internal databases with order details(date,vendors,quantities,discount)
- Evaluate offers from vendors and negotiate better prices.
- Research potential vendors and negotiate better prices.
- Prepare cost analyses. Checks and compares price quotations of suppliers.
- Monitoring and ensuring the renewals of all insurance policy of each vehicle in our fleet.
- Monitors the distribution of new plate number and ensuring all plate numbers installed on assigned unit.
- All other duties as assigned
- To assist HO and branches request.

Insurance Coordinator (2015-2019)
OSM CITYCARS INC. - Suzuki East Avenue
EDSA corner East Avenue, Quezon City

- Looking for potential clients for insurance claims coming from insurance companies, car clubs, the social media, and word of mouth.
- Coordinating with various insurance companies regarding claims of their assured clients.
- Estimating cost of repairs of vehicle body damages
- Ordering of replacement parts which are irreparable
- Timetable planning and scheduling of work for the Body Repair and Parts contractor

- Monitoring of repairs/work progress in the workshop area
- Quality control of finished repairs
- Preparing payments for the contractor

Front Desk and Dispatch Officer (2013-2014)
GLOBAL PERFUMES INDUSTRY
United Arab Emirates Free Zone

- Receiving product orders from the clients/companies
- Scheduling of product deliveries
- Quality assurance of product labels

Marketing Officer (2012-2013)
CLASSIC LEISURE INTERNATIONAL TRAVEL AND TOURS, INC
Tambo, Parañaque City

- Looking for potential clients/tourists
- Making tour package quotations
- Tying up with hotels and resorts for tourist accomodations

Front Desk Officer (2009-2012)
KREMLIN SPA
Quezon City

- Accepting/Booking and scheduling clients through phone calls
- Designating massage therapists to clients

Cashier (2007-2008)
KARATE KID RESTAURANT
SM Manila, City of Manila

- Cashier

EDUCATION:

Hotel and Restaurant Services
Universal College of Parañaque
SY 2012-2013

Rio Chico High School
General Tinio, Nueva Ecija
SY 2001- 2005

PERSONAL INFORMATION:

Date: October 3, 1988
Place of Birth: Manila, Philippines
Religion: Roman Catholic
Status: Married