



MARICRIS GALLINERA DULA

INDUSTRIAL ENGINEERING GRADUATE

PERSONAL PROFILE

Experience in clerical works and administrative position with self-driven and dedicated Planner & Buyer with a comprehensive background in preparing and processing purchase orders, producing inventory forecasts, and maintaining inventory control.

EDUCATION

Rizal Technological University

Bachelor in Industrial Engineering

Boni Avenue, Mandaluyong City

2012-2019

Pasay City South High School

Piccio Garden, VABES, Pasay City

2006-2010

Gonzalo, Gatchalian Elem. School

Gatchalian, Las Piñas City

2001-2007

CONTACT INFORMATION

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Maricaban, Pasay City

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REFERENCES

Iana Genevieve Salinas

Admin Officer, Police Port Authority

(+63) 9959804506

Marella River

Supply Chain Officer

(+63) 9358397267

TRAINING & SEMINARS

Trends in IE 2017

"Business Process Re-Engineering, an Enhancement of One's Performance"

Adamson University, Manila

March 4, 2017

Amplify of IEshikawa 11

Parallax: Shifting Focus- Diliman, Quezon City

November 12, 2016

LANGUAGES

- Tagalog
- English

SKILLS

- Ability to work independently or as a part of a team
- Office Administration
- Computer Literate
- Highly organized and efficient
- Planning Skills

WORK EXPERIENCE

Department of Public Works and Highways (DPWH)

Administrative Assistant

Port Area, Manila

January 2022 - Present

- Provide administrative support to the auditor of COA department
- Developed and maintained a filing system
- Carry out administrative duties such as typing, copying, binding, scanning, etc
- Monitored incoming and outgoing documents of COA department
- Monitored/ Updates submitted civil works and consultancy service contracts
- Implement clerical duties and administrative processes

Octacrom Enterprise Corporation

Planner/ Buyer

March 2021 - December 2021

340 Protacio Street, Pasay City

- Analyzed forecast order and schedule the arrival base on forecast
- Maintaining inventory control
- Arranged and process return of defectives products to suppliers.
- Maintaining procurement records to documents items or service purchased.
- Processed & Monitored payment per supplier from China
- Consolidated weekly shipment and booking to China forwarders

Plastic Container Packaging Corp.

Engineering Clerk

November 2019 - March 2021

24 Madison Street, Mandaluyong City

- Established engineering and machine shop schedule every week.
- Maintaining an inventory of engineering supplies.
- Updating/ consolidate status reports and all action plans by the engineering manager.
- Obtained necessary project detail from Engineering and other departments to open work orders.
- Providing reports for the Engineering department such as pest control, water & electrical consumption report, equipment calibration, and job order request.

Bambuhay Philippines

Operational Works (Part-time)

July 2018 - February 2019

BSA Twin Tower, Mandaluyong City

- Responsible for managing all inventory control related activities.
- Audited inventory by manually counting of products to ensure accuracy.
- Experienced retail sales merchandiser in every event related to school activities and nature events.

The Asian Banker (Phils.)

Researcher (Internship)

BSA Twin Tower, Mandaluyong City

- Cleaned Up database of clients.
- Organized record and generate of contacts of clients.
- Updating organization's database.

The Expression Company (Phils.)

SAPCD Assistant (Internship)

Sterling Place, Makati City

- Conducting time and motion study in production processes of sterling warehouse especially in delivering of items.
- Established schedules of opening new stores and delivery of items.