

MICHELLE JOYCE E. PANGANIBAN

Lot 10, Block 102, District 5, Pandacaqui Resettlement, Mexico, Pampanga, Philippines, 2021 | (63) 917-112-9381 | michellejoycepanganiban@gmail.com

SUMMARY

In my roles as Procurement Officer at Prime Projects International W.L.L. - Bahrain & Purchasing Assistant at Delta Mechanical Services, I provide strategies that optimize vendor contracts and adapt to any changes of pricing of goods and services in the market ultimately enhancing procurement efficiency. My goal is to make informed purchasing decisions, leading to effective resource allocation and successful procurement outcomes.

SKILLS

- Relationship Building With Suppliers
- Attention To Detail
- Enterprise Resource Planning
- Material Resources Management
- Strategic and Corporate Planning
- Risk Assessment
- Quality Control Analysis
- Financial Planning
- Excellent Communication Skills
- Analytical Thinking
- Data Analysis
- Oral and Written Communication
- Market Research
- Continuous Learning
- Ethical Decision-Making
- Negotiation and Conflict Resolution
- Time Management
- Project Management

WORK EXPERIENCE

PROCUREMENT OFFICER FOR BAHRAIN OPERATIONS

10/2019 to 09/2020

Prime Projects International W.L.L

Bahrain

- Maintained relationships with existing suppliers and monitored their performance.
- Implemented inventory optimization strategies to reduce carrying costs while ensuring availability.
- Performed supplier audits and assessments to ensure adherence to quality and compliance requirements.

PURCHASING ASSISTANT

03/2017 to 10/2019

Delta Mechanical Services

Bahrain

- Maintained regular communication with vendors and suppliers regarding orders, pricing, availability, and delivery schedules.
- Entered procurement data into systems, maintain databases, and generated reports to analyze purchasing trends and expenses.
- Helped evaluate potential suppliers based on factors such as quality, reliability, and pricing to determine the best options for the company's needs.

ADMINISTRATIVE OFFICER

10/2015 to 02/2016

Jamco Philippines, Inc.

- Maintained office supplies and equipment, ensured they are in good working condition.
- Coordinated with various departments to facilitate effective communication within the organization.
- Ensured proper record retention and disposal in compliance with relevant policies.

MARKETING/SALES/ADMIN OFFICER & ACCOUNT SPECIALIST

07/2014 to 04/2015

Eastwest Healthcare

Northern & Central Luzon Branch

- Developed and implemented marketing strategies to promote products/services and achieve sales targets.
- Provided recommendations and proactive solutions to enhance client satisfaction.
- Managed administrative tasks such as record keeping, document management, and data entry.

EDUCATION

Bachelor of Science: Business Administration Major in Marketing

HOLY ANGEL UNIVERSITY (HAU)