

ARJAY B. GAYO

Contact Details

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Work Experience

INAEC AVIATION CORPORATION A Lopez Group of Companies

ASSISTANT PURCHASING SUPERVISOR April 2016 – September 2023

- Responsible for the purchases of the company; mainly aircraft parts and services including administrative supplies.
- Responsible for the logistics including submission of all documents for processing all the government permits prior importation of the parts.
- Monitoring deliveries and processing request for payments to Suppliers.

THIRD GENERATION HOLDINGS CORPORATION A Lopez Group of Companies

BILLING AND COLLECTION STAFF June 2015 – April 2016

- Preparing all the billings in connection with the services rendered to the clients.

Volunteer Experience

ST. JOHN OF THE CROSS PARISH Bookkeeper/Accountant

Certifications

ARIVA Academy
17th Cost and Effective Purchasing and Efficient
Procurement Management
August 2019

Procurement and Supply Institute of Asia
Supplier Relationship Management
June 2019

Synerquest Management Consultancy Services Inc.
Internal Audit Training
Oct 2018

INAEC Aviation Corporation
Safety Management Training (SMS) Training
June 2018

Aviacion De Filipinas Inc
Aircraft Materials Receiving Inspection Procedures
April 2018

I.T. Essentials and Advance MS Skills
Informatics Computer Institute, Philippines
August 2015

Academic Profile and Awards and Citations

Divine Word College of San Jose
BS Accountancy
2007 – 2011

Dean's Lister for Three (3) Consecutive Years (2007 - 2010)
Leader of the Year (2009 – 2010)

Character References

Upon request