

Marijon Marjorie M. Gambot
Purchasing Supervisor (Parts & Vehicle)

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Summary :

Professional with over 3 years' experience in managing field teams get more productive. Looking for a challenging role in a reputable organization to utilize my field experience, supervisory and training skills. I would like to gain the necessary experience and knowledge to become part of your team.

WORK EXPERIENCES

Purchasing Supervisor (Promoted from Purchasing Assistant to Purchasing Team Leader) (2021-Present)
Safari Rent a Car

- Promote company integrity within purchasing section.
- Evaluate supplier performance and recommend improvements where necessary.
- Evaluate and approve vehicle parts requests by the technicians.
- 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 purchase order processing, on time delivery, supplier payment, and supplier issue resolution.
- Lead process improvements which affect 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 procedures.
- 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.
- Direct reporting to the President/CEO with regards of disposal and acquisition of Vehicle parts and brand-new cars.
- 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
- 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.
- 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/Quality Controller/OIC Body Repair Section(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.
- Trained the newly hired insurance coordinator
- Collecting all reports and inputs of my colleagues.
- 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

Secretary/Checker (2013-2014)

GLOBAL PERFUMES INDUSTRY

United Arab Emirates Free Zone

- Receiving product orders from the clients/companies
- Preparing delivery receipt or invoice
- Scheduling of product deliveries
- Quality assurance of product labels
- Repacking or filling the bottle of perfume
- Put level on each bottle
- Call supplier for ordering stocks

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 accommodations

Food & Beverage Server (2009-2012)

Six Dragons Inc.

Quezon City

- Welcome and Greet the guest
- Present the menu and do suggestive selling
- Take orders
- Server Food & drinks
- Attend needs of the guest
- Prepare bill for payment

Cashier (2007-2008) 6 Months

KARATE KID RESTAURANT

SM Manila, City of Manila

- Welcome customers and help determine their orders.
- Process customer orders and record them in the restaurant database.
- Relay customers' orders to the kitchen staff.
- Ensure all orders are delivered to the customers in a timely manner.
- Accept cash and return the correct change.

Service Crew (2005-2006) 8 Months

McDonald (PC 007) branch

United Nation, Ermita Metro Manila

- Follow food and beverage safety and hygiene policies and procedures.
- Implement operations for service excellence.
- Interact with and serve food and beverage guests.
- Maintain food and beverage production and service environment.
- Maintain quality control procedures.
- Prepare for service.
- Process payments.

Training and Seminars:

- SAFETY DRIVING SEMINAR "USAPANG DRIVER" (NLEX) – March 26,2022
- SUPERVISORY and ADMINISTRATION DEVELOPMENT TRAINING (STCS) – Oct 12,2022
- QUALITY MANAGEMENT SYSTEM (INTERNATIONAL) TRAINING (STCS) – Jan 11,2023
- PROCUREMENT PROCESS AND UNDERSTANDING SUPPLY CHAIN MANAGEMENT TRAINING (STCS) – March 28,2023
- LEADERSHIP EFFECTIVENESS AND DELEGATION PROCESS TRAINING

Character Reference:

Rommel Landigin	Purchasing/Transport Manager (Safari rent a car inc.)	0945-1390089
Robert Lamigo	General Manager (Safari Rent a car inc.)	0919-0669724
Teresita Parreñas	Hr Assistant (Classic Leisure Travel & Tours Intl.)	0917-8979889

EDUCATION:

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

