

DONELL LIAO

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PROFESSIONAL SUMMARY

I'm a graduate of Bachelor of Science in Political Science and Associate in Computer Technology. I'm currently working in Canada as Purchasing Agent with TEER 2 / NOC 1225 level B category. A successful Purchasing professional & Documentation control with an excellent experience in a standard Documentation process, Purchasing Stocks, Stocks Inventory and implementing efficient workflow. With my educational attainment, knowledge, work experience and skills, I am confident to handle a position that suitable to my qualification.

SKILLS

- Experienced in various kind of EDMS (Electronic Data Management System) such as SAP, SAGE, ShipStores, Aconex, EPIN, Coreworx, ProArc, Projects Online, & Document Locator.
- Leadership in implementing Projects Workflow in accordance with ISO & Quality Management System.
- Proven of an excellent performance in Documentation, Filing, Log or Registering data.
- Additional software knowledge like Primavera.
- Knowledgeable in using Ms Office.
- Network troubleshooting
- Troubleshooting & Installing softwares.
- Quality control analysis.
- Time management.

EXPERIENCE

PURCHASING AGENT**CLIPPER SHIP SUPPLY, INC.****SAINTE-CATHERINE, QUEBEC, CANADA****11/22 - PRESENT**

- Send inquiries about the availability of the items & prices for stock or non-stock purposes to the vendor.
- Once receive the quotation, deal with the prices or price breaks to get a better price.
- Creates purchase order and send to the supplier and ensures the delivery date fits our lead time to avoid delays.
- Spot checking and conducting physical yearly inventory of the stock items availability and update to the system as per the physical count.

- **Creates and updates the item details such as, descriptions, codes, & unit of measurements.**
- **Creates invoice once we received the delivery notes from our driver after delivering the ordered items from our customer and make sure to use the correct item code as per the physical items supplied, customer code and discount if any.**
- **Responsible for entering or creating quotations once we received an inquiry from our customers and expedite. Check and verify the item code correctly.**

**PROCUREMENT OPERATIONS ANALYST
ALSTOM – Cebu, Philippines**

07/2022 to 10/2022

- **Responsible for generating daily tasks for our team members from the SAP.**
- **Creates RFQ (Request for quotation) based on the Purchase request I received from our CSR and sends the RFQ to the designated supplier/vendor.**
- **Creates P.O (Purchase Order) when receiving the Quote from the vendor and ensures the correct material, quantity, lead time of the delivery, and price (based on the previous price) then send to the supplier.**
- **Check or follow up with our team leader for the approval or release of the P.O**
- **Negotiates with the supplier/vendor if there are changes in the price or if the material is not available and looks for the alternate one.**
- **Follow up the RFQ/P.O to the designated supplier for the status.**
- **Maintains the daily log activity to be updated.**
- **Responsible for checking the stock quantity in the system for the minimum and maximum stocks.**
- **Generates reports for the fast, slow, and dead stocks moving materials.**
- **Coordinates with the warehouse personnel for the delivery and receiving of the materials we purchased.**

**DOCUMENT CONTROLLER / PURCHASING OFFICER
NBTC COMPANY – Kuwait**

12/2016 to 11/2021

- **Maintains the log to be updated and ensure all the documents incoming/outgoing, submittal log, inspection log and etc. is fully logged.**
- **Process all the documents on our Standard Procedure of all the submittals from Sub-contractor to client.**
- **Secure a Hard and Soft copy of all the documents and scanned all the transmittals. Ensures all the hard copy documents have a scanned copy to maintain the documentation standards.**
- **Proceeds all submittals for Review and Approval to Client such as design drawings, shop drawings, Material Submittals, Calculations, Isometric drawings, Method Statement, Pre-qualification Document, Inspection Request & etc.**
- **Filing all the documents received and outgoing such as, Contracts, Correspondences, Permits, Memo, Meetings and Reports, Inspection request, Submittals, Review forms,**

commented submittals, Receiving copies & Etc.

- Sending inquiries and preparing purchase orders to our suppliers of the materials for our stocks in order to supply to our customers/clients.
- Responsible for responding the incoming inquiries and creates quotations.
- Prepares delivery note from our External clients & Workshop department, Process the price confirmation & Purchase Order to proceed for invoicing.
- Preparing the invoice from Workshop Department and ensures to input all the details in log and update.
- Tracking the upcoming material stocks from the supplier in the system and export to excel file.
- Responsible for securing a both soft and hard copy of the Material Test Certificates from the supplier.
- Annual inventory of the stocks and generate the total latest quantity from the system and match to the physical counts and create a report to be send to the manager.
- Responsible for the office stocks/supplies.
- Arranging the employee's vacation/leave/absences and civil id expiration or passport.

PROJECT DOCUMENT & DATA MANAGEMENT SPECIALIST 1

FLUOR DANIEL, INC – Cebu, Philippines

01/2016 to 09/2016

- Issuing documents on time to avoid delayed.
- Maintaining the log and update the document profile in the system.
- Ensures all documents are renamed and copied to the designated folders.
- Communicates the responsible engineer if there is any discrepancies of a particular document.
- Distribute the commented drawings or documents from the client regardless of the status.
- Responsible to send and notify the subcontractor and client if there is IFC or IFD drawings.

DOCUMENT CONTROLLER LEVEL 2

URBACON CONTRACTING & TRADING – Qatar

04/2014 to 12/2015

- Use computers for various applications such as database management & word processing.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Set up and manage paper or electronic filing systems, recording information, updating paperworks, or maintaining documents.
- Maintains the log to be updated and ensure all the documents incoming/outgoing, submittal log, inspection log and etc. is fully logged.
- Process all the documents on our Standard Procedure of all the submittals from Sub-consultant/Sub-contractor.
- Proceeds all submittals for internal review and submit to consultant for comments and

approval.

- Make sure that all Inspection Request should not delay and submit to consultant 1 day before the inspection date.
- Scan all the commented review forms, submittals or drawings and etc. to secure a soft copy.
- Responsible to send back a copy of a commented submittals from sub-consultant or sub-contractor.
- Filing of all the documents received and outgoing such as, Contracts, Correspondences, Permits, Memo, Meetings and Reports, Inspection request, Submittals, Review forms, commented submittals, Receiving copies & Etc.
- Always check or update the emails if any and send emails or document transmittal for Distribution of documents which are done or commented by consultant.
- Maintains the correct procedure at all times in concerns of documents.

BOARDING REPRESENTATIVE / RECEIVER/ IT ASSISTANT/ PURCHASING CLERK

MIDDLE EAST FUJI – Dubai, UAE.

04/2012 to 12/2013

- Check or Receive all the items for our stocks and going to supply for the vessel.
- Keeping all the documents, such as Invoices, Purchase Order, GRV and etc.
- Conduct an inventory of the stocks quarterly and match the quantity from the system to physical.
- Encoding all the suppliers who supplied in a day.
- Sending an inquiries to our suppliers for the particular stock & non-stock items.
- After receiving the quotations from the supplier and agreed the prices of the items, prepares the purchase order for our stock & non-stock items purposes which to be supply to our client/customer and at the same time preparing the delivery note.
- Go to the Vessel/s that were going to supply as per the order and have some negotiation with the captain or any officer of the vessel to get some additional order.
- Make a report/sales report every time we went to the vessel.
- Keep and make a copy for all the reports or documents which was signed and stamp from the vessel such as Invoice, Delivery note, Certificates, Custom Clearances and etc. Update my backup copy to my database.
- Troubleshoots, installing softwares and network connection maintenance.

INBOUND CHECKER / DOCUMENTATION STAFF FAST CARGO LOGISTICS – Cebu, Philippines

10/2011 to 04/2012

- Checking the incoming and outgoing delivery of products to the customers.
- Making a report after the checking the products and documents.
- Keeping all the documents after the checking the products for documentation.
- Follow-up or communicating the consignee in logistics delivery.

ON JOB TRAINING

NATIONAL BUREAU OF INVESTIGATION – Cebu, Philippines 10/2010 to 03/2011

- Assigned in Administrative & Investigative Department.
- Receiving all the mails from Regional Trial Court or Court Orders and Warrant.
- Case Assignment.
- Entertain some complaints from any subjects.

IT ASSISTANT & OFFICE STAFF

DTI – R7 – Cebu, Philippines

08/2005 to 10/2008

- Monitoring of the Official E-mail and Print a hard copy for all Official matters in different Regional and Provincial Offices of DTI and from the Head Office and also from Malacañan.
- Encoding of Export Declaration Clearances from Mepz 1, 2, and Mitsumi and form Bureau of Customs.
- Arrange or organize all the official documents such as, EDCs, Memorandum, Executive and Administrative order and Price monitoring reports and print a hard copy and submit to designated person.
- Prepares liquidation report for the expenses of our division, requesting office supplies and petty cash (if needed).
- Maintenance of our computer infrastructures such as: internet connection, troubleshooting of hardware and softwares.
- Other office related works.

EDUCATION

Bachelor of Arts: Political Science University of San Jose-Recoletos – Cebu City, Philippines	Oct 2011
Associate Degree: Computer Technology University of Cebu – Cebu City, Philippines	Mar 2004
High School Diploma: Naval Institute of Technology – Naval, Biliran, Philippines	Mar 2001
Elementary or Grade School: Atipolo Elementary School – Naval, Biliran, Puhilippines	Mar 1997