

# FEBELYN MIAP E DITCHE

Highly flexible and multi-tasking Procurement Officer with over 8 years of expertise in both Sales and Purchasing. Possessing excellent sourcing skills, a keen eye for detail, and a track record of efficiently managing a high volume of purchase orders with unwavering commitment to accuracy. Skilled in customer management and equipped with a profound knowledge base of standard production procedures and protocols.

## EXPERIENCE

### Office Admin/Secretary ( Aug 2021 - Oct 4, 2023)

#### ZCars Technologies - Dubai, UAE

- Office Administration Services.
- Efficient Secretary Support.
- Exceptional Customer Service.
- Streamlined Human Resource Coordination.
- Reliable Cashier and Petty Cash Handling.
- Secure Cash and Credit Card Collection.
- Meticulous Daily Accounts Assistance.

### Procurement Officer ( May 2017 - Aug 2021)

#### GBM Sourcing General Trading LLC - Dubai, UAE

- Create purchase orders for equipment, services, and supplies.
- Analyze and approve products and services for purchase.
- Resolve supplier issues and answer queries.
- Efficiently process return transactions.
- Manage inventories and maintain accurate purchase records.
- Update supplier information, including delivery times and product quality.
- Source, research, and evaluate potential suppliers.
- Request purchase orders promptly.
- Negotiate and finalize deals with suppliers.
- Coordinate with Logistics for timely order delivery.
- Resolve delayed shipment and OS&D issues.

### Sales Executive Cum Coordinator ( Feb 2015 - 2017)

#### Rubber World Industries Factory (Gulfoflex) - Ajman, UAE

- Cold call clients daily.
- Maintain strong customer relationships.
- Ensure timely product deliveries.
- Acquire new and retain existing customers.
- Follow up on quotations promptly.
- Respond to inquiries and send offers promptly.
- Handle incoming calls and emails efficiently.
- Prepare and provide quotations as needed.
- Successfully close deals with clients.
- Attend customer meetings.
- Consistently achieve quarterly target quotas.

### Secretary Receptionist ( Oct 2012 - 2014)

#### Emirates Calcium Carbonate Factory - Ajman, UAE

- Multitasking and handling various administrative tasks.
- Prepare invoices and delivery notes efficiently.
- Organize and maintain document filing system.
- Respond to inquiries promptly.
- Handle incoming calls and emails effectively.

### Production Operator ( Mar 2008 - 2012)

#### Hitachi Technopark - Philippines

- Handle production equipment.
- Monitor products to be shipped.
- Meet deadlines for individual production tasks during the shift.
- Follow company safety and quality guidelines.



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## PERSONAL

Birth Data : February 16, 1983  
Visa Status : Visit Visa  
Nationality : Filipino  
Driving License : Valid UAE

## LANGUAGES

English   
Filipino 

## EDUCATION

### • Bachelor of Elementary in Education

University Of Rizal System  
Morong, Rizal

### • Secondary

Tomas Claudio Mem. College ( 1997-2000 )  
Morong, Rizal

### • Primary

Baras Elementary School ( 1990 -1996 )  
Baras, Rizal

## SKILLS

Procurement and Purchasing  
Customer Service  
Supplier Relationship Management  
Inventory Management  
Sales and Business Development  
Office Administration and Secretarial Skills  
Cold Calling and Client Relations  
Production Operations and Quality Control