



GRAZEL BERONIO ELPUS

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Lower Gordon Heights, Olongapo City*

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CAREER OBJECTIVE:

To be able to expand my learning, knowledge, and skills while making a significant contribution to the success of the company. I am willing to undergo training, and I am also hardworking, flexible, and trustworthy.

PERSONAL INFORMATION:

Age:	29	Height:	5'3
Date of Birth:	August 24, 1994	Weight:	64 kg
Gender:	Female	Nationality:	Filipino
Civil Status:	Single	Religion:	Catholic

QUALIFICATION:

- Willing to learn
- God-Fearing
- Dedicated and hardworking individual
- Can work under pressure

SKILLS:

- Good Communication Skills
- Interpersonal Skills
- Adaptable (Able to work in changing environment)
- Multi-tasking (Able to perform multiple task)
- Decision Making (Able to make a good decision)
- Knowledgeable in Warehouse Inventory
- Proficient in Microsoft Office (Word, Excel, and PowerPoint)
- Literate in AUTOCAD
- Familiar with internet application
- Knowledgeable in some programming language (HTML, PHP and MySQL)

WORK EXPERIENCE:

March 11, 2022- Present

In-house Water Refilling Supervisor

United Auctioneers, Inc.

- Monitor, organize and set goals for performance and deadlines in ways that comply with company's plans and vision.
- Monitor the in-house water station activities, cleanliness, and machine maintenance & product DOH compliance.
- Prepare a purchase Requisition slip of all consumables & other materials needed for the water station operation. (Filter, pet bottles, seal, labels, packaging etc.)
- Assist and follow instructions from my manager.
- Guide all employees under my supervision.

- Receives & checks delivery accuracy
- Arrange & organize water refilling products and consumables
- Operates and maintains the reverse osmosis machine and system.
- Wash & clean all brand new empty bottles prior to any refilling.
- Refills all cleaned empty bottles
- Installs bottle label, cap & seal
- Issues all bottled water request
- Prepares other income for every product daily.
- Encodes stock receiving & issuances to Inventory System under auction management system.
- Prepare & forwards daily issuance transmittal to stock Purchasing Manager.
- Maintains safety, cleanliness and orderliness of water refilling station.
- Disinfect water station daily
- Request water microbiological test monthly.
- Monitor schedule of reverse osmosis system filters
- Replace all filters due for replacement.
- Conduct back washing every 3 days.
- Monitor all water storage tanks for any leaks and safety.
- Filing of Water Refilling Station Weekly Security and Filter & Carbon Replacement Checklist File. (R-PUR-045)
- Delivers all bottled water orders
- Monitor & records all empty bottled received & delivered to customers.
- Monitor condition of 5gal empty bottles
- Prepares gate pass for stock transfer and stock deliveries
- Filing of Microbiological Test Result. (R-PUR-046)
- Cleans Raw stainless tank weekly & stainless product tank every 2 weeks
- Conducts monthly water taste quality & purity survey
- Monitor & maintains assigned service vehicle
- Wear all necessary PPE's inside the water station all the time
- Monitor product & consumables weekly
- Conducts Physical Inventory
- Prepare Daily accomplishment report through email and daily orders follow up.

August 3, 2015 – March 10, 2022

Procurement Specialist

United Auctioneers, Inc.

- Find quality goods or services at an acceptable price that meets the requestor's requirements.
- Supports the Ordering Unit II supervisor in all their duties and responsibilities
- Receives all PRS from all originating departments.
- Stamps the Purchase Requisition Slip the Date and time of actual receipt.
- Distribute and segregate all the PRS to Respective Ordering Unit Section.
- Filing of all Purchase Requisition Slip and Assets Requisition Slip hard copy received from originating department.
- Segregates and distribute all Purchase Requisition slip received from originating department to Procurement & Parts specialist section.
- Prepares delivery & Gate pass for Parts samples to respective suppliers.
- Process & canvass all Approved Purchase Request for Truck mechanical, bodyworks, Truck conversion & Heavy Equipment mechanical, undercarriage and bodyworks)
- Process & canvass all Approved Purchase Request for repairs, office supplies/ equipment & construction supplies thru calls, email or fax and source out pool of qualified accredited suppliers.

- Secures supplier's accreditation documents and forward to accounting Department for vendor ID entry and validation the supplier's accreditation requirements (Fully accomplished accreditation form, Company profile, DTI, Sec. Certification or business registration & store or shop photos.
- Coordinates with suppliers & Procurement & parts Specialist section for the canvass status.
- In charge in monitoring and updating of Daily Parts resolved and pending to Dept. AVP.
- Issues and Places Purchase Orders to suppliers.
- Reconciles procurement documents (PRS, PO, and Vendor's Receipt/invoice).
- Encodes parts purchased data to Auction Management System.
- Transmits procurement documents to accounting dept. for payment.
- Assist Ordering Unit II supervisor in encoding purchase data to Auction management system and in transmitting of fully accomplished procurement documents to Accounting department for payment.
- Prepares Return Slip if any and delivery/gate pass for the item for return.
- Prepares and Forward list of all pending or un served requests to Ordering Unit II supervisor
- Records suppliers performance at monitoring log sheet
- Emails/fax performance evaluation results to suppliers.
- Files purchase order transmittal, Delivery receipts and supplier's evaluation results
- Stamps Verification to suppliers invoice and delivery receipts prior to transmittal
- Prepare Daily accomplishment report through email

June 2014 - September 2014

On-the-Job Trainee

Olongapo City Social Security System

- Assist my superior and manage all incoming calls, sort files and encode

December 2010 – May 2013

SK Kagawad

Gordon Heights Barangay Hall

- Initiate programs designed to enhance the social, political, economic, cultural, intellectual, moral, spiritual, and physical development of the youth.

April 2012 – May 2012

On-the-Job Trainee

Olongapo City Local Government Unit

- Assist my superior and follow all instructions and command given by my Trainor, sort files and encode data

EDUCATIONAL BACKGROUND:

Tertiary: 2011-2015
 Bachelor of Science in Computer Science
 Gordon College
 Olongapo City, Philippines

Vocational: 2010-2011
 Microsoft Office Productivity Tools
 Gordon Heights Computer Learning Center
 Olongapo City, Philippines

Vocational: 2011
Computer Hardware Servicing
Gordon Heights Computer Learning Center
Olongapo City, Philippines

Secondary: 2006-2010
Gordon Heights National High School
Olongapo City, Philippines

Elementary: 2005-2006
Balic-Balic Elementary School
Olongapo City, Philippines

REFERENCES:

Mr. Arnie Armada Instructor, BSCS Coordinator
Gordon College
Olongapo City, Philippines

Mr. Roderick Ferolino Supervisor, Procurement & Parts Specialist
United Auctioneers. Inc.
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Ms. Armilyn Eligio Supervisor, Ordering Unit II
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I hereby certify that the above information is true and correct to the best of my knowledge and belief.


Grazel Bernio Elpus
Applicant