



Jena Mae Lumanlan

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Driven and solution-oriented Industrial Engineer who is up for challenges and very open to continuous learning. Excellent interpersonal, organizational and communication skills with significant experience in procurement.

PERSONAL INFORMATION

Date of Birth:	May 20, 1999	Nationality:	Filipino
Place of Birth:	Porac, Pampanga	Gender:	Female
Civil Status:	Single		

WORK EXPERIENCE

Procurement Officer
Hann Philippines, Inc.

January 6, 2023 - Present

Building 5399 M.A Roxas Highway
Clark Freeport Zone, 2023

Acts as the main procuring executive and provides direction and guidance in all areas of Purchasing so as to obtain optimum benefit in terms of quality, quantity, price and lead time.

- Daily supervision of purchasing operations
 - Regularly check emails from internal and external contacts
 - Assess purchase requests received from requesting department based on the pre-requisites set by the department
 - Canvassing and outsourcing
 - Prepares and process purchase orders
 - Update the required reports of the department
 - Ensures necessary tasks of staff are carried out and completed in accordance with specifications and deadlines
- Reports and Monitoring
 - Re-checking of undelivered Purchase Orders and work on the pending request of each department
 - Ensures proper maintenance of the department's records and documents at all times

- Work on all pending deliveries
- Prepares monthly report on outstanding Purchase Orders
- Ensures implementation of supplier evaluation and accreditation
- Keeps up to date on latest industry trends and recommend appropriate action to be taken
- Be knowledgeable of all departmental goals and contribute to the attainment of the department's financial targets;
- Adhere to all company policies and budget with regard to purchasing, cost efficiency, operational and capital expenses
- Compliance
 - Stays up to date on CDC, PAGCOR, Customs and other statutory agencies to ensure compliance on dealing with suppliers and other procurement activities

WORKING RELATIONSHIPS

Internal: Casino Departments

International Marketing, Premium Marketing, Slot, Cage, Gaming, Rewards, Events & Promotions and Casino Accounting

External: Third Party Couriers, Vendors and Suppliers

Purchasing Officer Trainee

October 19, 2020 - January 3, 2023

Anda Power Corporation

TECO Industrial Park, Mabalacat City Pampanga

Acts as operations support, works closely with the department heads, takes responsibility for the procurement of the commodities needed by the departments and companies and ensures approved purchases are cost-efficient and high quality.

- In charge in purchasing of the following commodities:
Office, safety and laboratory supplies, tools, equipment, packaging items and chemicals.
- Processing purchase orders for companies (TIPCO Group)
using Logistics/Purchasing Software - LS10
- Issuing processed and approved POs to suppliers.
- Knowledgeable in vendor sourcing practices (Researching and Evaluating)
- Reviewing, comparing and evaluating products to be purchased.
- Negotiate best deal for pricing and terms and conditions of the purchases.
- Ensuring quality goods and services of the right quantity and quality at the best price.
- Ensuring the purchases comply with the company standards.
- Ensures after sales service from suppliers
- Maintaining records of all purchase requisitions, POs, pricing and other important data.

- Maintaining accurate purchase and pricing records.
- Tracking of status, lead-times and delivery times of issued Purchase Orders.
- Coordinating with the Receiving Departments to ensure the receiving and proper storage of the items.
- Coordinate with the accounting department for payment terms and payment processing.
- Request check and cash payments to accounting for cash on delivery purchases and indent orders.
- Advise available checks for collection to suppliers.
- Monitor unpaid purchases.
- Create trip tickets for Purchasing Department items for pick up.
 - Scheduling and requesting of vehicles.
- Coordinating with logistics department regarding the status and delivery of indent orders.

WORKING RELATIONSHIPS

Internal: Interacts with various department heads and staffs (safety, operations, laboratory, sales, admin, warehouse, accounting, finance, logistics) on a daily basis

External: Suppliers, Third Party Couriers

INTERNSHIP

IE Specialist

L & T International Group Phils., Inc
Clark Freeport, Pampanga
March - May 2019

- Assigned in the production to monitor processes.
- Conduct time study and time and motion study.
- Set and compute daily target for the line.
- Ensure the workflow per assembly line and identify the bottlenecks.
- Line balancing of the line.
- Monitoring of non production time.
- Monitoring of produced output.
- Conduct audit for 7S.
- Present Kaizen - Layout Proposal & Ergonomics

EDUCATIONAL BACKGROUND

Bachelor of Science in Industrial Engineering

Don Honorio Ventura State University
Bacolor, Pampanga
April 2020

CERTIFICATION

Certified Lean Six Sigma Yellow Belt

Ask Lex Ph Academy
Angeles, Pampanga
2020

SKILLS & PROFICIENCIES

- Proficient in purchasing systems
 - Purchasing Management
 - Negotiation Skills
 - Analytical Skills
 - Planning Skills
 - Rigorous commitment to accuracy and detail
 - Adaptable, flexible and able to take initiative and prioritize
 - Team player with strong interpersonal skills and ability to work independently if necessary
 - Organizational and Multi-tasking Skills
 - Time Management
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CHARACTER REFERENCES

- Rejoice Yap

Anda Power Corporation
Purchasing Officer
rejoice_yap@andapower.com.ph

- Engr. Erre Y. Apino

Don Honorio Ventura State University
erreapino@gmail.com

I hereby declare that all above mentioned information is in accordance with fact or truth up to my knowledge and I bear the responsibilities for the correction of the above mentioned particulars.

JENA MAE M. LUMANLAN
Applicant