

# ANGELIE KARIKITAN

## CONTACT

---



0968 424 6223



angeliemendra@gmail.com



Biñan, Laguna 4024



06/13/1989



Restriction 4



Filipino

## SKILLS

---

- Computer literate (MS Word , MS PowerPoint, MS Excel, JDE)
- Driving (with driver's licensed)
- Customer service

## LANGUAGES

---

- **English**  
Conversational

## PROFESSIONAL SUMMARY

---

Hardworking, highly motivated professional eager to lend combined knowledge and skills to enhance business performance. Operates well in both individual and team capacities, leveraging seasoned work ethic to quickly adapt to different processes and drive company objectives. Resourceful and results-driven with a passion for growth and efficiency to meet company needs and increase service value.

## EXPERIENCE

---

March 2021 - Present

### **Purchasing / Sales**

LGI Karikitan Indstrl & Construction Supplies, Binan, Laguna

- Developed and implemented a comprehensive purchasing strategy to reduce costs, improve supplier performance, and increase customer satisfaction.
- Managed the procurement process from initial request through delivery of goods or services.
- Negotiated favorable terms with vendors for bulk purchases to ensure competitive pricing.
- Evaluated potential suppliers based on quality standards, price competitiveness, lead times.
- Analyzed pricing trends of suppliers to identify cost savings opportunities.
- Ensured compliance with company policies regarding purchasing procedures and processes.
- Prepared purchase orders based on approved requisitions, ensuring accuracy of information provided.
- Attended trade shows, conferences, seminars to stay abreast of industry developments and trends.
- Provided guidance and direction to junior staff members in relation to purchasing activities.
- Initiated the return of defective items to vendors for replacement or reimbursement.
- Resolved discrepancies between invoice payments and order receipts in a timely manner.
- Provided customer service by greeting and assisting customers and responding to customer inquiries and complaints.
- Examined products purchased for resale and received for storage to assess condition of each product and item.
- Established credit policies and operating procedures.

March 2015 - December 2020

### **Strategic Buyer**

## Fastech Advanced Assembly, Inc., Cabuyao, Laguna

- Select vendor from approved vendor list and obtains quotations for the approved PR.
- Prepare Purchase Order (PO)
- Screen qualified vendors based on the committed delivery date vs Actual delivery date.
- Knowledgeable in JDE (JDEdwards) system
- Interface with auditors during internal and external audit.
- Evaluated bids from suppliers based on cost, quality, service level agreements and delivery times.
- Participated in trade shows, conferences, seminars related to purchasing activities and plant visit for Vendor Qualification.

October 2013 - February 2015

### **Shift Manager**

Yellow Cab Food Corporation, Sta.Rosa, Laguna

- Balanced cash drawers and resolved financial discrepancies using receipts and financial documents.
- Addressed customer complaints and resolved conflicts.
- Maintained a safe work environment by enforcing company policies and procedures.
- Ensured compliance with food safety regulations and quality standards.
- Promoted customer satisfaction by addressing complaints and issuing refunds.
- Established and maintained positive and professional employee relationships.
- Provided guidance and support to shift teams, ensuring all tasks were completed on time and efficiently.
- Assisted customers with product selection, providing exceptional service experience.
- Monitored inventory levels and placed orders when necessary, ensuring stock availability at all times.
- Trained and supervised new staff members.
- Created staff teams and delegated work tasks to increase productivity.
- Prepared and submitted daily reports to management.
- Set employee schedules and made staffing adjustments to get shifts covered.
- Documented absences and tardiness of assigned team members.
- Trained team members in equipment operation and proper use of PPE.

September 2012 - October 2013

### **PURCHASING/IMPEX STAFF**

PHILKOSTAT, INC.

- Ensure competent quality execution of all regular purchasing duties and administrative works
- Maintain complete updated purchasing records/data and pricing in the system
- Handling and monitoring of all regular purchasing duties

- Negotiate for best purchasing package (in terms of quality, price, term, delivery and service) with suppliers and sub-contractors assigned
- Plan and manage inventory levels of materials or products
- Prepare all documents for the incoming raw materials
- Coordinate with Peza personnel for import and export documents
- Responsible in all warehouse documents.

October 2011 - September 2012

### **Brand Assistant**

Elite Force Industries, Inc., San Pedro, Laguna

- Assists the Brand Manager in all tasks within the defined timeline
- Assisting in the preparation of all brand presentations Assists the stores in all phases by requesting of office supplies, allocation of packaging materials and merchandise
- Handled and coordinates forwarder for the expected shipments
- Ensure all documents and shipment will be delivering on time
- Receiving and responding to all sale event, promotion, memo, accounting concerns and other related activities
- In-charge of all supplies and merchandise for a newly store
- Assists the stores in any problems they may encounter and coordinates to different dept
- Review quotations of different suppliers and do purchase requisitions in order to order materials, goods and supplies.

July 2010 - July 2011

### **Management Trainee to Assistant Manager**

Redribbon Bakeshop

- As a Management Trainee, I was trained to become Assistant Manager
- Assists the Manager in all phases of store operations to ensure maximum sales and profitability
- Assumes complete responsibility for the store in absence of store manager
- Attends to any complaint concerning food quality, customer service or maintenance
- Acknowledge receipt of goods and services from food vendor and service providers
- Receives call for reservations and coordinated with Production
- Implements any changes to future orders
- Conduct inventories of current supplies and calculates the next food and supply orders accordingly
- Assists the manager in preparing schedule of employees to make sure the restaurant has enough staff members available at peak times
- Checks the Schedule breaks and vacations of staff sometimes inspect employees' time cards to ensure accuracy.

## **EDUCATION**

---

January 2010

**Bachelor Science in Hotel and Restaurant Management**

University of Perpetual Help Laguna, Binan, Laguna, Philippines

March 2005

**Highschool**

Colegio San Antonio, Binan, Laguna, Philippines

March 2001

**Elementary**

Child Formation Center, Binan, Laguna, Philippines

## REFERENCES

---

**Lucy Lalican — Fastech Advanced Assembly, Inc.**

**HR Supervisor** Human Resource

(049) 543-0478

lclalican@fastech.com.ph

**Gerald Manaig — Fastech Advanced Assembly, Inc.**

**Purchasing Supervisor** Superior

gerald.manaig@gmail.com

**Jeremy Canlubo — Philkostat, Inc.**

**Factory Manager** Superior

(049) 502-7230

jeremy@kostat.com

## SPOUSE

---

Ian Hero A. Karikitan

Civil Engineer

09257193401

## PERSONAL INFORMATION

---

Age: 34 years old

Height: 5'1

Weight: 105lbs

Marital Status: Married

Religion: Roman Catholic