



EVERLYN P. NARIO

Senior Procurement Officer

PERSONAL BACKGROUND

A computer Science graduate with 13 years work experience in Procurement section(Operations, Buying, Bidding) and 1 year experience in Marketing/Sales and currently taking E-commerce VA training.

SKILLS

- Price negotiation(Bidding)
- Keen to details
- Able to Manage time and Productive.
- Computer Literate
- Typing and Internet research.
- Set-up and manage Social media Accounts
- Content Planning and simple graphic design.

GET IN TOUCH WITH ME

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WORK EXPERIENCE

Buyer

Toshiba Information Equipment Phil. Inc. | Oct 2016 - Mar 2023

- *Analyze weekly production requirement to determine materials need.
- *Prepare purchase order (Oracle) for parts needed in the production line and deliver it on time.
- *Follow-up and expedite supplier's compliance to delivery improvement.
- *Resolve operational day-to-day problems referring to the commodity handle.
- *Monitor result of purchasing activities with historical data of purchasing against the budget.
- *Monitor pricing of invoice against order price, exert effort to get cost down on purchase to contribute more.
- *Assist suppliers request for quarterly inventory under VMI stocks.
- *Update reports on a weekly basis.
- *Quarterly bidding for direct materials and get approval from Japan (KIC) counterpart before we issue the final result of bidding to supplier.
- *Maintain good working environment with co-workers and suppliers.
- *Exercise purchasing regulations based on ISO9001, ISO14001 and SA.
- *Follow and suggest arrangements of documents based on set guidelines.
- *Performs other related duties as required.

Procurement Officer

B/E Aerospace BV Philippines. | Dec 2013 - May 2016

- *Purchase's materials established purchasing policies and procedures and optimize price, delivery and term.
- *Purchase imported material through the demand blown at JDE captured by MRP- Time Series Report, or as a production request.
- *Ensure to place orders at lowest offer of Vendors
- *Ensures that Vendors will deliver the items as per commitment.
- *Update the status and confirmed ODD at Buyer-Supplier Portal to avoid Past due items
- *Monitors, updates and clean up items held under MRB with document, design and cosmetic issue.
- *Daily update of SharePoint Shortages Report and BSP (Buyer Supplier Portal.)
- *Conducted conference call with the LB Buyer counterpart for items with hot issues.
- *Drives the external and internal rework flow and procedure.

WORK EXPERIENCE

Accounting clerk

Department of Education | July - Dec 2013

- *Check monthly liquidation report of 74 both elementary and secondary Non-IUS
- *Prepares obligation slip and disbursement vouchers.
- *Assist in transferring document from one unit to another.
- *Assist in preparation of schedule required in accounting reports.
- *Update General Ledger, Subsidiary Ledger and Property cards.
- *Perform other related tasks as may deem necessary.

Purchasing staff

Optis Philippines | Aug 2010 - June 2013

- *Purchase order issuance.
- *Request quotation and accomplish canvass report from various suppliers through phone call and/or appointment.
- *Seek approval from end user for the quoted price.
- *Follow-up vendor for the backlog and instruct its proper delivery date.
- *Conduct monthly inventory and update the price regularly.
- *Performs other duties as assigned.

Material controller/Purchasing staff

Masuda Philippines | Mar 2006 - Apr 2010

- *Coordinate and expedite the flow of packaging material and raw material within or between departments according to production schedule.
- *Prepare, monitor and control material quantity to be ordered per customer.
- *Check and monitor receiving issuance of materials as per needed on a weekly and monthly basis.
- *Daily update of delivery receipt with reference to material monitoring worksheet for the backlog per supplier.
- *Prepare material entry voucher, purchase order and payment request relative to procurement.
- *Encode all items indicated in DR at MFGPro data base on a daily basis.
- *Check and verify the inventory level of material to know if overstock or below inventory level.
- *Prepare monthly report and analysis (material plan vs actual status)
- *Prepare 8105 for packaging material and raw material.
- *Performs other duties as assigned.

PCO Clerk /Sales and Marketing assistant

Shin-etsu Magnatics Phils. / Fujitsu Ten Corp Phils. | November 2004 - December 2005

- *Look into and assist resolves discrepancies and complaints on telephone billing and other related matters.
- *Perform telemarketing to promote company name, products and services to prospective customers.
- *Assist to receive, verify and respond to customer thru fax and telephone
- *Assist other staff in encoding receipt, checks and etc. and filing.
- *Answer customer inquiries on new product specification.
- *Maintain good customer relation.
- *Daily checking and monitoring of hazardous waste that will dispose.
- *Prepare and process all documents/requirements in disposing hazardous waste to PEZA and communicate with PEZA Custom personnel.

PREVIOUS EDUCATION

ACTS Computer College

Bachelor of Science in Computer Science

College Senior Officer

Member of ACTS Computer and Math Society | Tertiary level

Member of ACTS Campus Ministry | Tertiary

Member of Teatro Sayawit | Sec level

TRAINING AND SEMINAR ATTENDED

*Online Training Course - Ecommerce VA course | Online training

*Social Media Management | Online training

*Fundamental Purchasing | PISM Training C-East Tower PSEC Pasig

*PASIA World Annual Conference | Marriott Manila

*Global Trade compliance | FPIP Sto. Tomas Batangas

*Employee Basic Rights | CIP Industrial park Calamba Laguna