

# JUSMINE LIWANAG

## PURCHASING ASSISTANT

### CONTACT

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liwanag

### EDUCATION

**BS INFORMATION  
TECHNOLOGY • JANUARY 2020**

**STI ACADEMIC CENTER, LAS  
PIÑAS CITY**

### KEY SKILLS

Microsoft Office.  
Microsoft Dynamics GP.  
Google Workspace.  
Inventory Management Skills.  
Contract Negotiation, Vendor  
Relationship Management.  
Product Delivery Reconciliation,  
Product Status Tracking.  
Purchasing Report Updating.  
Supply Inventory Measuring.

### SUMMARY EXPERIENCE

I managed and completed the purchasing process, including sourcing, vendor selection, purchase order creating, and negotiations. Analyze supplier and vendor performance and develop strategies to improve delivery, quality, and cost-effectiveness. Maintain accurate procurement records, tracked orders, and ensure on-time delivery of goods and services. Conduct market research and evaluate potential suppliers and vendor to identify cost savings and process improvement opportunities.

### EXPERIENCE

**AUDIT CLERK • APRIL 2022 - JUNE 2022**

**FEU NFRM • QUEZON, CITY**

Reviewed internal audit controls. Reviewed electronic employee timesheets and task sheets for accuracy. Analyzed balance sheets for mistakes and inaccuracies. Wrote reports, authored papers, and organized supporting documentation. Posted financial data in Excel spreadsheets and managed inventory.

**PURCHASING ASSISTANT • FEB 2021 - JANUARY 2022**

**MGS CONSTRUCTION INC. • LAS PIÑAS CITY**

First thing in morning preparing purchase orders and sent to Project engineer and suppliers. Contacted suppliers to determine order status and communicate discrepancies with shipments. Verified warehouse received accurate and timely inventory by regularly consulting the database. Systemizing and Checking billings (Sales Invoice or non-voice, Delivery Receipt, Purchasing Order) from supplier to ready and be paid. Coordinated with suppliers to resolve billings discrepancies issues. Managed monthly purchase order shipments by the deadline and cancellation dates. Preparing contract agreements and other documentation. Vetted suppliers' prices, quality, and delivery speed to help select optimal vendors. Prepared agreements by organizing paperwork and establishing supplier requirements such as delivery schedules and reviewing requisitions for goods and services. Received and reviewed department supply requisitions and placed appropriate orders based on need and available funds. Maintained and reviewed computerized or manual records of purchased items, costs, and inventories. Negotiated, renegotiated, and administered contracts with suppliers and vendors.