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Objectives: *Exert effective and efficient working environment and analyze, interpret all aspect of my duties & responsibility and explore a more challenging and better opportunity that suits my qualification and a chance for career growth.*

Employment History

Mrail Inc.

3rd Floor Business Solutions Center
Meralco Compound, Ortigas Ave. Ugong Pasig

Position: Senior Procurement Officer

July 22, 2019 to Present

Division Duties & Responsibilities:

- Received, Log, Process and Submit Purchase Requisition (PR) to Project Manager & Department Heads for Approval.
- Execute/Float/Release/Submit Request for Quotation (RFQ) to all vendor against Purchase Requisition (Blanket, Yearly Order Contract for Inventory Items/materials) ensures that all vendor had received proper RFQ thru channels based on ISO Management Process.
- Send reminders to vendor/suppliers prior to deadline/due date of submission of official technical & commercial offer/quotation with complete documents as required.
- Received Techno-Commercial Quotation from all Prospective Vendor/Suppliers, prepare comparative sheet/Abstract of Bid for further review, price comparison and terms evaluation.
- Ensures that prices/quotes or offer complies with the allocated budget by means price/commercial negotiation, assuring that material quality will not be affected as well as the shipment or delivery.
- Prepare & Submit Request for Review (RFR) along with the Techno Commercial Comparative Sheet to the Project Manager, Department Head & Finance Department for Evaluation and Approval.

- Execute Order Confirmation or Letter of Intent against the approved selected vendor based on the Approved Techno-Commercial Comparative Sheet or Abstract of Bids.
- Submission of Order Confirmation/Letter of Intent (LOI)/Notice of Award (NOA) (draft copy) to the vendor for review to further assure that all necessary agreement had been met like prices, payment, delivery and other terms & conditions.
- Submit Final Order Confirmation/Letter of Intent (LOI)/Notice of Award (NOA) (with complete documents, Material Requisition, Quotation + Technical Specification and Comparative Sheet) to the Project Manager, Finance Head and COO/President for signatory approval and submit to the vendor as conformity to the terms & conditions stipulated on the Order Confirmation/Letter of Intent/Notice of Award.
- Prepare LPO/Purchase Order in the System (if any thru ERP-Microsoft Dynamics GP16 or SAP system) based on Procurement Hierarchy & Procedure
- Prepare and submit Payment Request/Requisition based on approved payment terms & conditions to the Finance Department.
- Ensure competent quality execution of all regular purchasing duties and administrative works.
- Monitor and Coordinate with suppliers to ensure on-time/scheduled deliveries to ensure that all items are delivered to site project and store.
- Maintain complete updated purchasing records/data and pricing in the system (If any thru ERP-Microsoft Dynamics GP 10).
- Prepare “Request For New Vendor” (if required for new vendor/supplied) complete all necessary documents (company profile, legal & commercial documents)
- Plan and manage inventory levels of materials or products.
- Suggest & Create Item/Stock Keeping Unit Code (by classification, category and sub-class code per item)
- Schedule vendor/suppliers visits and conduct competitor survey.
- Request Vendor/Suppliers for Price Verification and Stock Availability Confirmation for frequently purchased item/material (general items/materials)
- Coordinate with departments, sites project and suppliers in related to Bill of Quantity for approved material/vendor and Scope of Works.
- Monitor and follow up overseas purchase orders, request advance draft copy of shipping documents for custom department review and approval.
- Handling and monitoring of claims to factories and vendors for defectives, shortage, missing parts.
- Source for new parts, suppliers or sub-contractors when the need arises.

- Monitor and co-ordinate deliveries of items between suppliers (local and overseas).
- Monitor and Oversee warehouse inventories In and Out, request Warehouse Officer to submit Monthly Inventory Report provided with supporting documents (Material Receiving Report, Material Request, & Tools Inventory)
- Review and submit update Monthly Inventory Report to Finance Head for approval and records.
- Conduct Weekly Warehouse Visit assures that all item are organized, well maintained and clean, check materials itemized shelving that are based on the Plan-o-gram sequence.

Hamad Bin Khalid Contracting Co. W.L.L.

P O Box 1362

Doha, State of Qatar

Position: Procurement Supervisor

July 22, 2012 to February 20, 2019

Plant Machinery Vehicle - PMV Department - Procurement Division

Duties & Responsibilities:

A. Non-Inventory & Inventory Materials:

- Received, Log, Process and Distribute Material Requisition (MR) to respective Purchaser/Procurement Officer duly assigned for each supply chain for Non-inventory Item & Inventory Item with Monthly Consumption report for Quantity analysis.
- Assures that every Purchaser/Procurement Officer received Material Requisition based on supply chain responsibility hierarchy (Non-Inventory & Inventory Items/Materials)
- Execute/Float/Submit Request for Quotation (RFQ) to all vendor against Material Requisition (Blanket, Yearly Order Contract for Inventory Items/materials) ensures that all vendor had received proper RFQ thru channels.
- Send reminders to vendor/suppliers prior to deadline/due date of submission of official technical & commercial offer/quotation with complete documents as required.
- Received Techno-Commercial Quotation, prepare comparative sheet for further evaluation.
- Ensures that prices/quotes or offer complies with the allocated budget by means price/commercial negotiation, assuring that material quality will not be affected as well as the shipment or delivery.
- Prepare & Submit Request for Review (RFR) along with the Techno-Commercial Comparative Sheet to the PMV Management and PMV Account Management for Evaluation and Approval.

- Execute Order Confirmation or Letter of Intent against the approved selected vendor based on the Approved Techno-Commercial Comparative Sheet.
- Submission of Order Confirmation or Letter of Intent (draft copy) to the vendor for review of agreed prices, payment, delivery and other terms & conditions.
- Submit Final Order Confirmation/Letter of Intent (with complete documents, Material Requisition, Quotation + Technical Specification and Comparative Sheet) to the PMV Management, Accounts Management and COO/President for signatory approval and resubmit to the vendor as conformity to the terms & conditions stipulated on the Order Confirmation/Letter of Intent.
- Prepare LPO/Purchase Order in the System thru ERP-Microsoft Dynamics GP16 or SAP system based on Procurement Hierarchy & Procedure
- Prepare Payment Request/Requisition based on approved payment terms & conditions.
- Ensure competent quality execution of all regular purchasing duties and administrative works.
- Monitor and Coordinate with suppliers to ensure on-time/scheduled deliveries to ensure that all items are delivered to site project and store.
- Maintain complete updated purchasing records/data and pricing in the system thru ERP-Microsoft Dynamics GP 16.
- Prepare reports and summarize data including sales report and book value utilizing the ERP-Microsoft Dynamics GP 16.
- Prepare “Request For New Vendor” (if required for new vendor/supplied) complete all necessary documents (company profile, legal commercial documents)
- Plan and manage inventory levels of materials or products.
- Suggest & Create Item/Stock Keeping Unit Code (by classification, category and sub-class code per item)
- Schedule vendor/suppliers visits and conduct competitor survey.
- Request Vendor/Suppliers for Price Verification and Stock Availability Confirmation for frequent purchased item/material (general items/materials)
- Coordinate with departments, sites project and suppliers in related to Bill of Quantity for approved material/vendor and Scope of Works.
- Monitor and follow up overseas purchase orders, request advance draft copy of shipping documents for custom department review and approval.
- Handling and monitoring of claims to factories and vendors for defectives, shortage, missing parts.
- Source for new parts, suppliers or sub-contractors when the need arises.

- Monitor and co-ordinate deliveries of items between suppliers (local and overseas).

B. Hiring/Rental of Plant Machinery and Vehicle (PMV) thru Third Party resources.

- Responsible in Hiring/Rental of Equipment/Plant/Machinery as per requirement of both PMV and Site Project (If not available with PMV Department)
- Received Request To Hire Plant/Machinery from PMV Transport and Site Project, execute to submit requisition to the PMV Management and Chief Operations Officer (COO) for approval.
- Monitor Hired Plant/Equipment Status in Sites, Ensure duration of hiring is being met and coordinate with vendor in view of off-hiring/demobilization of equipment at site.
- Execute/Float/Submit Request for Quotation (RFQ) to all approved Hiring/Subcontract Vendors
- Source, select and negotiate for the best rental package in terms of quality, price, mobilization/deliveries and services with suppliers.
- Prepare Techno-Commercial Comparative Sheet for review and approval of PMV Operations Manager and Site Project.
- Request and Received Equipment Technical Data Sheet for review and Pre-Delivery Inspection (PDI) of the equipment.
- Submit/Email Equipment PDI Report along with the Technical Data Sheet to Site Project, acceptance and gate pass procedure.
- Submit Equipment Rental Status Report to the Procurement Manager and Chief of Operations for Operations Progress Report.
- Ensure all necessary up-to-date documents (Third Party Certificate, Insurance, Istimarah/Registration & Driver License) of Equipment & Operator, has been requested and received from the approved/selected vendor.
- Monitor and Coordinate with vendors/suppliers to ensure on-time/scheduled deliveries/Mobilization to ensure that delivery has been satisfactory received by the Site Project.
- Monitor and Coordinate with vendors/suppliers to ensure on-time/scheduled Off-hiring or Demobilization as requested by the Site Project and/or PMV Department.
- Prepare/Create Request for Payment (Bank Transfer, Current Dated Checks/Post Dated Checks and Cash Payment) based on PMV Operations Manager, Account's approved and certified Invoices & timesheet.

TAACA - Energy Resources Development Co. Ltd.

P O Box 4470

Al Khobar 31952

Kingdom of Saudi Arabia

Position : Purchasing Officer

September 25, 2008 to May 24, 2012

Duties & Responsibilities:

Ensure competent quality execution of all regular purchasing duties and administrative works, maintain complete updated purchasing records/data and pricing in the system thru ERP-Microsoft Dynamics GP 10, prepare reports and summarize data including sales report and book value utilizing the ERP Microsoft Dynamics GP 10, source, select and negotiate for the best purchase package in terms of quality, price, terms, deliveries and services with suppliers. negotiate for best purchasing package (in terms of quality, price, term, delivery and service) with suppliers and sub-contractors assigned, purchase and issue order in accordance to specification, plan and manage inventory levels of materials or products, monitor and co-ordinate deliveries of items between suppliers (local and overseas).

AMERICAN Hospital (Al Wataniah Medical Enterprises Co.)

P O Box 19057

Doha, State of Qatar

Position : Secretary / Administration Officer

October 29, 2006 to December 13, 2007

Duties & Responsibilities:

Keeping correspondence with all the client, customer and making of schedules and arranging the meeting with one department to another as per Managers Instructions, registering the incoming and outgoing documents for controlling their tractability and filing, monitoring, Filing and Encoding of Daily Time Records of Every Staff and Officer, preparation of weekly Petty Cash Fund Expenses for proper disbursement, responsible in coordination with suppliers and assuring the proper scheduling and smooth operation of the project, responsible Preparation of purchase requisition, RFQ and keeping record, Responsible in maintain e-mail files/folders and assuring systematic filling of any related documents. Responsible in preparing Government License and other Business Permits. Coordinating with Travel Agency for Airline booking/reservation and request for itinerary. Taking care of correspondence and coordinate with various customer i.e., Government & private entity.

Guaranteed Marketing Services Inc.

350 Dr. Fernandez St., Mandaluyong City
Philippines

Position : Project Coordinator April
23, 2005 to July 21, 2006

Duties & Responsibilities:

Based on client requirements and directions given by the immediate superior, determines the number and qualification of manpower for a project, and submit requisition to Human Resources Department. Updates Manager and Area Supervisor on all matters concerning the project. Conduct pre-screening and interviews applicant for Merchandiser/Sales Personnel. Conduct Orientation and Trainings in coming Merchandiser/Sales Personnel to ensure that they are able to perform their assigned task effectively. Deploy Field Personnel in all assigned outlets, facilitating their introduction and acceptance in the outlet. Periodically evaluate field personnel's performance during training and while on-the-job. Check the accuracy and timely submission of all reports and documents submitted by the merchandiser [Timesheets, (WDO, OT etc), inventory reports, off-take reports, price monitoring report, competitive activity report].

Tradewell Co.

P O Box 5217 Dammam 31422
Kingdom of Saudi Arabia

Position: Secretary / Asst. Purchasing officer
April 17,2002 to February 7, 2005

Duties & Responsibilities:

Keeping correspondence with all the client, customer and making of schedules and arranging the meeting with one department to another as per Managers Instructions, registering the incoming and outgoing documents for controlling their tractability and filing, monitoring, Filing and Encoding of Daily Time Records of Every Staff and Officer, preparation of weekly Petty Cash Fund Expenses for proper disbursement, responsible in coordination with suppliers and assuring the proper scheduling and smooth operation of the project, responsible Preparation of purchase requisition, RFQ and keeping record, Responsible in maintain e-mail files/folders and assuring systematic filling of any related documents. Responsible in preparing Government License and other Business Permits. Coordinating with Travel Agency for Airline booking/reservation and request for itinerary. Taking care of correspondence and coordinate with various customer i.e., Government & private entity.

Bankard Inc.

Robinson PCI Tower
Ortigas Center, Pasig City
Philippines

Position: Credit & Collection Officer
May 16, 2001 to April 1, 2002

Duties & Responsibility:

Preparing Debit advice and Initiating request for reversal of services charges and other miscellaneous charges, Attending customer/Cardholder enquiry and other related bank transaction. Updating and monitoring 90 days overdue accounts of and informing the same to the cardholder, Initiate investigation on unsettled account and questionable transaction. Preparing request for legal action on unsettled and unwilling to settled Accounts. Account reconciliation, initiating request for installment payment plan for account closure. Initiate negotiations with account holders on dubious account & other related bank transactions.

Educational Background

Primary

Holy Spirit Elementary School
Brgy. Holy Spirit, Quezon City Philippines

April 4, 1988

Secondary

Balara Academy
Don Mariano Marcos Ave.
Old Balara, Quezon City
Philippines

March 30, 1992

University of Manila

M V Delos Santos Ave.
Sampaloc, Manila
Philippines

March 26, 1999

Course: *B.S. Industrial Engineering*

Computer Skills:

- Software: Microsoft Dynamics GP 16, Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Microsoft Outlook Express, Microsoft Office InfoPath 2003,
- Operating Systems: Windows 95/97/2000, Windows XP Professional, Windows Vista, Windows * Professional
- Office Equipment: Photocopy Machines, Fax Machine, Electronic Typewriter, Scanners and PABX Telephone.
Driving (Professional License No. N02-00417461 Code No. 1,2,3)

Seminars/Trainings:

Asian Institute of Management

Credit & Collection Seminar

Sponsored By: Trade & Industry Management Institute

April 8, 1999 to June 1, 1999

Course: *“Effective Credit Management & Collection Techniques for the New Millennium”*

INFOVISION CONSULTANT W.L.L.

ISO Seminar

Sponsored by: Energy Company Ltd. - TAACA

March 6 to 9, 2010

Course: *“Effective ISO Internal Auditing”*

One Meralco Procurement Council: Knowledge Sharing and Development

“Leveling the Playing Field through Win-Win Negotiation”: September 5, 2019

“Ethical Procurement in Practice”: October 9, 2019

“Optimizing Sourcing Strategies”: November 6, 2019

“Risk Management”: December 6, 2019

References:

Ms. Katherine B. Baldueza
Finance Head
MPower (Subsidiary of Meralco)
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Rolling Stock Manager
Mrail Inc.
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Mr. Reynan Del Roasio
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Mr. Mukesh Babu
Workshop Manager - PMV Dept.
Hamad Bin Khalid Cont.
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Mr. Ferdinand Pablo
Rental Sales Manager
Mohamed Abdulrahman Al-Bahar
Mobile No. +974 7759 6549

Ma. Cristina S. De Leon-Sta Maria
Vendor Management - Sourcing
One Meralco Procurement
Mobile No. +63 999 883 7854

Personal Information

Date of Birth : June 4, 1977

Place of Birth : Manila

Sex : Male

Height : 5'8

Weight : 85kg

Religion : Iglesia Ni Cristo (Church of Christ)

Civil Status : Married

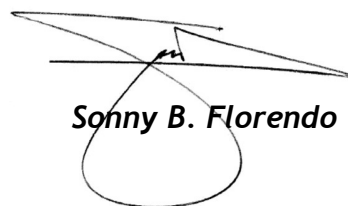
Spouse Name : Feumeta Dl. Florendo

Occupation : Online Business

Name of Children : Franchesca Shey Dl. Florendo
Francis Stephen Dl. Florendo

Parents Name : Fedencio S. Florendo
Erlinda B. Florendo

Anticipating that you may find my eligibility and line of expertise suitable to the requirement of your esteemed organization.


Sonny B. Florendo