

JOEL CALIGAN

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158 Diosomito Subd. Ibayo Silangan, Cavite, Philippines

PROFESSIONAL SUMMARY

Responsible for evaluating suppliers, products, and services, negotiating contracts, and ensuring that approved purchases are cost-efficient and of high quality.

WORK EXPERIENCE

SENIOR PROCUREMENT OFFICER

Apr 2017 - Jun 2022

SAUDI AMAD FOR AIRPORT SERVICE AND TRANSPORT SUPPORT • JEDDAH, Saudi Arabia

- Making purchase request related to spare parts for vehicles such as small cars to big buses using inside the airport.
- Making purchase request related to assets, office supplies, computers items etc.
- Approving all the request of spare parts thru ERP system (Microsoft Dynamics 365) for all airport station(Jeddah Airport, Riyadh Airport, Medina Airport , Dammam Airport & Other Offices)
- Approving all the request of assets, office supplies, computer items etc. for all departments thru ERP system (dynamics 365)
- Evaluating all the spare parts request and making sure that all item code is correct and fit to the vehicles.
- Taking approval signature from procurement manager for all approve POs by CEO.
- Monitoring all the status of requested materials.
- Sending emails to all vendors for requesting different quotations.
- Sorting the best offer of quotation for all vendors
- Sending to vendors all the approve POs and following up the delivery status.
- Sending & following up approved Pos to Finance Department for Cash Vendors.
- Receiving materials from different vendors for (Assets, Computer items, Office Supplies etc.).
- Coordinating to warehouse team for the delivery and pick up of materials.
- Receiving invoices from credit vendors and hand over to finance department for payment.
- Handling all emails and answering all queries.

OFFICE STAFF

Jun 2010 - Jun 2016

H.R.D. Singapore Pte., Ltd. • CAVITE, Philippines

MULTI TASKING

- ENCODER -Encoding electrical design in floor plan using auto-cad such as different types of lights, sockets and all related for electrical items.
- CHECKER-Checking all the finish job of each staff and ensure that all electrical items is in its standard position

EDUCATION

Bachelor of Science in Information Technology
Granby College of Science and Technology • CAVITE, Philippines

Jun 2007 - Jun 2010

SKILLS

- Computer Literate
- MS Word
- MS Excel
- MS Power point
- ERP System (Dynamics 365)
- Computer Hardware

GOVERNMENT DOCUMENTS

Passport ID Number: P7412878B

Place of Issue: DFA MANILA

Date of Expiration: Aug 16, 2031

CHARACTER REFERENCES

Muhammad Alsaghir

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