

SHANNIE CASYAO BONDE

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Visa Status: Agency Sponsorship/Transferable



CAREER OBJECTIVES

To work for an institution that will utilize and enhance my knowledge, skills and capabilities.

QUALIFICATIONS

- Over Seven (7) years of experience in Supply Chain Management & Logistics, Project Coordination, Purchasing & Procurement, Document Control, Office Administration.
- Certified Supply Chain Management & Logistics, Westford School of Management – Certification ID No.
- Undergraduate, Bachelor of Science in Secondary Education
- Vocational Course in Call Center Management
- A highly organized, detailed and deadline oriented person. Flexible, dedicated and focused. Able to adapt to changing priorities with a positive attitude and minimal supervision. Able to communicate with people at all levels of seniority.
- Knowledgeable with the following software and system platforms: Microsoft Office, Maximo, Oracle, EDMS

EMPLOYMENT HISTORY

- **Project & Purchasing Coordinator**, *SUMACO Enterprises*, Abu Dhabi
- **Operations Coordinator**, *HAWARD Technology, M.E.*, Abu Dhabi
- **Administrative Officer**, *AL MUROOJ Scientific Private School*, Abu Dhabi
- **Administrative Officer**, *ACU Master*, Philippines
- **Customer Service Officer**, *Sykes Asia*, Philippines

TRAININGS & CERTIFICATIONS

- **Supply Chain Management & Logistics**
Westford School of Management
July 2016 – September 2016
- **Intermediate Computer Course**
Filipino Association for Computer Excellence
May 26, 2012 – July 26, 2012
- **Basic Enhanced Computer Course**
ICDL Advance International
May 26, 2012 – July 26, 2012
- **Basic Accounting Certification**
ICDL Advance International
September 21, 2012 – November 8, 2012

PROFESSIONAL WORK EXPERIENCES

SUMACO ENTERPRISES

February 2015 – up to Present

Al Salam Street, Abu Dhabi, United Arab Emirates
Project & Purchasing Officer

Job Responsibilities:

Project Coordination

- Provides support to project operation from project bidding, initiation phase through the post completion and handover.
- Liaises with client, supplier, designer, consultants and subcontractors to determine and manage project requirements.
- Manages the program of works.
- Produces reports, updates and maintains project documentation.
- Consolidates and prepares Operation and Maintenance (O&M) Manuals for every finished and handed over projects.

Procurement

- Works with Estimation Department in project biddings by obtaining and reviewing competitive bids, quotations and proposals from vendors and sub-contractors.
- Negotiates vendors' bids without compromising the needed materials and services for the project.
- Assesses requests for goods and services by ensuring that items are under allowable limitations, restrictions, and policies, as well as determining availability of funds.
- Clarifies contract requirements and resolves conflicts.
- Prepares material submittal sheets and samples for client approval.
- Prepares and issues purchase orders, coordinates and schedules shipment delivery from local and international suppliers as required by the project
- Follow-up the status of material deliveries and installation on-site.
- Prepares spreadsheets and maintains databases to track expenditures.
- Identifies and maintains lists of vendors and sources of supply for goods and services.
- Evaluates and reviews suppliers' performance to ensure compliance with contracted obligations.

HAWARD TECHNOLOGY, Middle East

October 2013 – January 2015

Khalidiya Street, Abu Dhabi, United Arab Emirates
Operations Coordinator

Job Responsibilities:

- Carry out the daily activities of the Operations Department.
- Search, evaluate and approve hotels and venues.
- Negotiate with approved hotels for annual corporate rates and agreements.
- Communicate with Instructors and send them status reports of "GO" courses, "list of participants" and "course participant's details" in the absence of the Operations Supervisor/Manager.

- Book course venues, hotel rooms and tickets for Instructor and participants.
- Perform all logistics activities required for “Public” and “In-house” courses
- Communicate with customers regarding all arrangements and requirements for “public” and “In-house” courses.
- Liaise with the Training Manager regarding the activities of the Training Supervisors and Training Coordinator with “go” courses.
- “Open and “Close the courses.
- Ensures proper maintenance of the training rooms, equipment, including PCs, projectors, etc. Catalogues all training materials and maintains training records.
- Visit each Abu Dhabi and Dubai courses and report each course status to the Operations Manager or the General Manager.
- Attend Site Visits for the courses.
- Comply with the work instructions and company rules, policies and procedures.
- Carry out analysis of work on a regular basis and recommend areas for further improvement.
- Help improve the efficiency of the Operations Department on a continuous basis.
- Performs other related duties as required, such as maintaining and updating training records, preparing reports and filing system for in-house, public and overseas courses.

AL MUROOJ SCIENTIFIC PRIVATE SCHOOL

September 2011 – September 2013

Khalifa Bin Shakhboot Street, Abu Dhabi, United Arab Emirates

Administrative Officer

Job Responsibilities:

- Coordinates with HR & PRO for employees’ visa processing, leave register, employees’ necessary documents and travel arrangements.
- Proper scheduling and coordination of internal and external meetings and appointments. Takes minutes of the meetings, if necessary.
- Handles incoming calls and direct to concerned person.
- Handles the petty cash provided by accounts.
- Prepares request/payment vouchers.
- Responsible for payment issuance to suppliers and subcontractors.
- Responsible for receiving, circulating and recording all incoming and outgoing documents of the projects.
- Ensures quality formats are used adequately for correspondences, submittals, transmittals to clients, consultants, sub-contractors and within divisions and departments.
- Ensures and maintains documentations for all the incoming and outgoing correspondence by using a sequential numbering system.
- Tracks and ensures all documents and correspondences reached the clients, consultants, subcontractors

References available upon request.