

## **Zaryx A. Loberes**

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### **OBJECTIVE**

Seeking a challenging position permanent or full time, that encourages growth and leadership opportunities, while utilizing my skills and other expertise. And to obtain experience and education that will play an integral role in furthering the company's goal.

### **TRAITS**

- Goal oriented
- Fast learner
- Resourcefulness
- Honest, can work with minimal supervision

### **SKILLS**

- Computer proficiency – MS Word, MS Excel.
- Teamwork and Analytical Skills
- Knowledgeable in Oracle NetSuite System
- Shares positivity in workplace

### **EDUCATIONAL BACKGROUND**

<b>TERTIARY:</b>	<b>Bachelor of Science in Industrial Technology</b> Central Bicol State University of Agriculture – Sipocot Campus Sipocot, Camarines Sur 2005-2009
<b>SECONDARY:</b>	<b>Bist Laboratory Highschool -Annex</b> Sibujo Libmanan, Camarines Sur. 2001-2005
<b>PRIMARY:</b>	<b>Pasong Tamo Elementary School</b> Tandang Sora, Quezon City 1995 - 2001

### **WORKING EXPERIENCE**

- |             |   |   |
|-------------|---|---|
| 1. Position | : | <b>Procurement Staff / Technical Buyer</b><br>January 29, 2019 - Present              |
| Company     | : | <b>MD RTG Sheet Metal Fabrication, Inc.</b><br>2218 Aurora Blvd. Brgy. 150 Pasay City |

#### **Job Description**

- Communicate and negotiate with suppliers regarding forecasts, engineering change notices, schedule changes, discrepant material issue, and delivery schedules.
- Identifying, negotiating, and managing relationships with suppliers and vendors to ensure high-quality products and services are delivered at competitive prices.
- Working closely with other departments, such as finance, operations, and legal, to ensure smooth procurement processes and alignment with organizational goals.
- Overseeing procurement budgets, controlling costs, and ensuring that purchasing activities align with financial targets.
- Support Supplier Qualification activities, bid and proposal efforts with quotation, cost and lead time estimates.
- Monitor Purchase Orders from issuance to receipt.
- Execute material quotation requests for quotes/proposal (RFQ/RFP) by gathering and analyzing cost data, using excel to summarize analysis
- Analyze, compare, and interpret detailed and sometimes vague/incomplete information, and make sound and accurate judgments based on previous knowledge through research and qualifications.
- Maintain component purchase price at or below target cost.
- Liaise between suppliers and other departments to resolve price, quality, delivery, and invoice discrepancies.
- Liaison, pick up materials from suppliers that EXW terms or COD.
- SCM coordinator to production.

### **LIST OF ITEMS RESPONSIBILITY.**

- Heavy Equipment parts, Generators parts, Machine parts, etc.
- Chemicals for aluminum treatment.
- Raw materials such as aluminum sheets, stainless sheets, galvanized sheets, etc.
- Office supplies, medicine supplies, construction supplies.
- Consumables and Accessories.
- Importation materials overseas.

### **Procurement secretary / Procurement Coordinator (DR. SULAIMAN AL-HABIB HOSPITAL) 2017 -2018 – Dammam Saudi Arabia**

#### **Responsibilities:**

- Communicate and negotiate with suppliers for materials quotations.
- Make a purchase request
- Evaluate the Purchase request versus the P.O issued.
- Delivery monitoring of purchase order / expedite the delivery of materials.
- Make a weekly report for P.O issued vs PRF issued.
- Procurement coordinator directly to engineers on the site project.

## **ELECTRICAL, AIR HANDLING UNIT & FAN COIL UNIT Maintenance (KING FAHAD UNIVERSITY) 2013 – 2016 - Dammam Saudi Arabia.**

### **Responsibilities:**

- Maintaining of good condition of Air handling Unit Chilled water. Such as weekly schedule of maintenance. Cleaning filters, Inspection of fan belts and bearing. If there's broken it will be change immediately.
- Maintaining good condition of Fan coil unit Chilled water (By request of Student), Cleaning filters & Ventilation, Inspection of fan motor & electrical supply.
- \*Daily Monitoring of exhaust fan, Checking of Motor & Fan belts. Cleaning of unit.

### **SEMINARS AND TRAINING**

- 40hrs Construction Occupational Safety & Health (COSH) Course. (December 10-14, 2018).

### **CHARACTER REFERENCE**

Ms. Jasmine Andeo  
Executive Asst. to the CEO (MDRTG Sheet Metal Fabrication Inc.) 0995-719-0453

Shiela Marie Ocampo  
Procurement Supervisor (MDRTG Sheet Metal Fabrication Inc.) 09151513160

**I hereby certify that the above information are true and correct to the best of my knowledge and belief.**

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**Zaryx Loberes**  
Applicant