

Evelardo Ugto

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A dynamic and detailed oriented professional with extensive experience in partnering and collaboration with cross businesses within the organization, supplier negotiation, vendor management, warehouse and inventory management, office management, and contract management. A Procurement Supervisor who is keen on leveraging her competencies in seeking for continuous growth and has a proven track record of delivering outstanding support to high performing teams in a diverse environment.

Special Competencies

- Action Oriented
- Conflict Management
- Customer Focus
- Approachability
- Ethics and Values
- Functional/Technical Skills
- Managing and Measuring Work
- Peer Relationships
- Organizational Agility
- Time Management

Skills – Web Development

1. Website Creation Basics – Sublime, Browser, CLI
2. Front-End Development - HTML, CSS, Bootstrap, Sass
3. Programming and Algorithms – Php and Javascript (jQuery)
4. Database and SQL – JSON and MySQL
5. MVC Framework – Laravel

Work Experience

November 2015 – August 2017

Pisces Transport and Fleet Management, Inc.
Entrepreneur

Responsibilities:

- All administrative and operational authority..

May 2011 – April 2015

Nickel Asia Corporation
Purchasing Supervisor

Responsibilities:

- Provides medium to complex problem resolution meeting departmental SLA measurements.
- Handles high to complex ordering of goods, services, and equipment.
- Provides subject matter expertise for project implementation.
- Develop and implement purchasing management instructions, policies, and procedures.
- Collaboration with legal department to ensure that the needed terms and conditions are incorporated in the contract.
- Overseeing the consignment warehouse to make sure that all terms and conditions indicated in the contracts are being followed.
- Conducts testing and inspection of second hand equipment at supplier's warehouse to evaluate the quality and performance of the equipment.

- Arranges bidding for disposal.
- Responsible for planning, developing a buying material, parts, supplies and equipment in a timely and cost effective way.
- Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales.
- Oversee warehouse staff in planning layout and materials handling needs, i.e. rack storage, order picking, packing and storing procedures, and materials handling equipment utilization for storage and redistribution.
- Leads and provides guidance to buyers.

November 2008 – November 2010

Autoworld (Al Jazirah Co. Ltd.), Kingdom of Saudi Arabia

Purchasing and Leasing Supervisor

Responsibilities:

- Preparing a purchase request from the client such as ARAMCO, Sabic and etc prior for vehicle leasing.
- Generating Purchasing Order to be submitted to supplier.
- Providing approval or decision making for purchases or projects.
- Procuring all kinds of vehicles and spare parts from different car supplier.
- Coordinates the induction of equipment into the maintenance cycle.
- Coordinates delivery of equipment and repair requests to the appropriate shop.
- Supervises employees responsible for repair, minor vehicle servicing, delivery, and support operations.
- Coordinates road service and wrecker support by ensuring the road service call had been dispatched and completed.
- Supervises employees by scheduling and monitoring work, approving overtime and leave requests, and training personnel.
- Attending meeting with the agency regarding the vehicle price in the market.
- Giving quotation to all the customers/ clients.
- Attending to customer's concern/enquiry.
- Processing Purchase order for the dealer.
- Receiving PO from the customers/clients.
- Making a monthly sales report for each branch.
- Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents.
- Explain billing invoices and accounting policies to staff, vendors and clients.
- Resolve accounting discrepancies.
- Filing and encoding documents.
- Supervises employees responsible for repair, minor vehicle servicing, delivery, and support operations.
- Coordinates the induction of equipment into the maintenance cycle.
- Coordinates delivery of equipment and repair requests to the appropriate shop.
- Supervising all day to day operations in maintenance.
- Preventive maintenance advisor.

June 2005 - November 2008

Globeground PAGS-MNL

Administrative Clerk II

Responsibilities:

Administrative

- Expedites the application of licenses for renewal and new applications from preparation of the required documents to releasing.
- Updates equipment history files.
- Monitor and schedule cleaning and greasing of all ground support equipment.
- Quantifies monthly usage of potable water per airline vs. potable water sourced from supplier
- Prepares monthly summary of potable water for billing purposes
- Quantify the fuel consumption of the equipments versus the fuel bought from the supplier.

Procurement

- Requests price quotations from different suppliers prior to approval of department manager
- Prepares a requisition slip for the quoted spare parts prior to the approval of the manager.

Warehouse and Inventory

- Determining the most cost effective methods for ordering materials and ensuring the most efficient management of inventory.
- Summarizes the spare parts consumed
- Checks the quantity and physical condition of the delivered spare parts.
- Keeps the spare parts at the optimum level to avoid unavailability of the spare parts.
- Assist the Inventory Custodian in conducting periodical inventory of spare parts and tools.

Education

2018

Tuitt Incorporated

Web Development

2008

De La Salle University

Jave Programming (Short Courses)

1999 - 2003

Airlink International Aviation College

B.S in Aircraft Maintenance Technology