

Louisville A. Villaluz

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DESIRED POSITIONS:

- ❖ Purchasing Manager / Supervisor / Coordinator
- ❖ Administration Manager / Coordinator

CAREER SUMMARY:

Industry Line:

- Food & Beverage (Confectionery & Food Manufacturing Company)
- Government Sector (Royal Court Services for Royal Palaces)

Years of Experience:

- 17 years

Other Job Positions Held:

- Administration Coordinator
- Document Controller

Educational Background:

- Bachelor's Degree in Counseling Psychology

SKILLS:

- Strong ability to delegate, inspire and communicate effectively.
- High ability to organize workload, manage time and resources, and schedule and prioritize projects.
- Proficient in English, both oral and written communications.
- Strong Influencing, Negotiation and Sourcing skills.
- Broad knowledge of Microsoft Office (**Word, Excel, PowerPoint & Outlook**).
- Adept at maintaining exceptional rate of productivity, accuracy and efficiency.

EMPLOYMENT HISTORY:

Job Title	Company	Address	Inclusive Date
Procurement In-charge	Jannaty Bahrain Food Industries Co. W.L.L.	BIIP Hidd, Kingdom of Bahrain	October 2019 - January 2021

Key Roles:

- Evaluate suppliers, products, and services, negotiating contracts, and ensuring that approved purchases are cost-efficient and of high quality
- Prepare plans for the purchase of equipment, services, and supplies
- Follow and enforce the company's procurement policies and procedures
- Review, compare, analyze and approve products and services to be purchased
- Manage inventories and maintain accurate purchase and pricing records
- Maintain and update supplier information such as qualifications, delivery times, product ranges, etc
- Maintain good supplier relations and negotiating contracts
- Research and evaluate prospective suppliers
- Prepare budgets, cost analyses, and reports
- Knowledge on shipping procedure and logistics

Job Title	Company	Address	Inclusive Date
Purchasing Coordinator	The Royal Court, Agriculture Affairs Directorate	West Riffa, Kingdom of Bahrain	October 2012 - September 2019

Key Roles:

- Oversee all purchasing both foreign & local
- Procuring high-quality & cost-efficient supplies
- Execute standard procedure of procurement
- Maintain records of all purchases, suppliers, pricing & other important data
- Supervise staff accommodation facilities
- Logistics Support
- Office & Document Management

Other Positions Held in Royal Court:

Job Title	Company	Address	Inclusive Date
Administration Coordinator	The Royal Court, Agriculture Affairs Directorate	West Riffa, Kingdom of Bahrain	October 2009 - September 2012

Key Roles:

- Serve as a point of contact and link between employees, internal departments and external parties
- Handle clerical and **administrative duties**
- Analyze and improve office processes and policies
- Ensure that the office operates smoothly

Job Title	Company	Address	Inclusive Date
Document Controller	The Royal Court, Agriculture Affairs Directorate	West Riffa, Kingdom of Bahrain	September 2003 - September 2009

Key Roles:

- Responsible for the timely, accurate and efficient preparation and management of **documents**
- **Control** the numbering, sorting, filing, storing and retrieval of both electronic and hard copy **documents** produced by technical teams, projects or departments

EDUCATIONAL BACKGROUND:

Course	Name of School	Address	Inclusive Date
B.S. Counseling Psychology	New Era University	Diliman, Quezon City, Philippines	June 1993 - April 1998

SHORT COURSES ATTENDED:

Course	Name of School	Address	Inclusive Date
Bookkeeping	Filipino Institute	Exhibitions Ave., Kingdom of Bahrain	February - March 2020
Business Management	Filipino Institute	Exhibitions Ave., Kingdom of Bahrain	November 2019 - January 2020

PERSONAL DETAILS:

Age	Date of Birth	Civil Status	Nationality
44 years old	26 June 1976	Married	Filipino