

# Monaliza Rollan Morgate



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## Profile

12 Years of Bahrain experience in as multiple positions as Procurement Buyer, Logistics officer, Account, HR assistant, Office Admin, Office secretary in various companies. Detail-oriented team player with strong organizational skills. Ability to handle multiple tasks simultaneously with a high degree of accuracy. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

## Skills

- Proficient in all MS Office applications
- Excellent leadership qualities
- Prioritization of work and perfect time management
- Dedicated towards work & have excellent communication skills
- Coaching and mentoring, Contract Management
- Multitasking Abilities, Decision-Making, Self-Motivated
- Critical Thinking, Teambuilding

## Professional Experience

From June 2021 till date M/s Al Ghalya WLL Bahrain working as Procurement Buyer / Logistic Officer / Admin Coordinator

Responsibilities include but not limited to:

### Procurement Buyer Responsibilities.

- Assisting the manager in-charge to take out quantities & to send inquires to local & Overseas & obtain pricing for kitchen equipment's projects
- Conducting product research and sourcing new suppliers and vendors.
- Sourcing materials, goods, products, and negotiating the best or most cost-effective contracts and deals.
- Estimate and establish cost parameters and budgets for purchases
- Negotiate appropriate contracts for pricing and supply
- Examine and review products and supplies to ensure quality
- Track incoming inventory, delivery arrival time, and note actual arrival time
- Performing inventory inspections and reordering supplies and stock as necessary.
- Inspecting stock and reporting any faulty items or inconsistencies immediately.
- Updating and maintaining records of all orders, payments, and received stock.
- Coordinating with the delivery team and following up on delays or orders that have been rescheduled.
- Establishing professional relationships with clients as well as vendors and suppliers.
- Organize and update database of suppliers, delivery times, invoices, and quantity of supplies
- Work with team members, supervisors, and purchasing manager to develop future purchasing plans and source potential relationships with vendors
- Analyze potential vendors and suppliers for future project needs
- Ensure all deliveries contain all goods requested
- Collaborate with financial team members on contracts, invoicing, and other financial matters

### **Logistic & Shipping clearance Responsibilities.**

- Rate negotiation with supplier and forwarders for goods import.
- Maintaining all import insurance documents.
- Prepare Documents for shipment Receives products and coordinates delivery for Import & Export.
- Preparing Performa & getting approval from vendors & management.
- Coordinating with freight forwarders for delivery & clearing documents.
- Streamlines shipping and transportation process
- Ensure and plan the estimated time and resources for achieving the target.
- Quarterly & yearly Inventory as per company policies.
- Plan and assign specific job to the workers.
- Monitor the progress of the assigned jobs & Prepare reports and forward to the seniors.

### **Administrative Coordinator Responsibilities.**

- Assist Project Manager for preparing material submittals (RFI, BOM, BOQ) arranging cataloging/ specifications, drawings, orders, general correspondence, reports and work sheets.
- Review and maintain the accuracy of the of the accuracy of the records, editing where necessary to ensure they are up to date
- To liaise with and distribution project related information with all levels of the project they are up to date
- Manage the processes around documentation within the organization.
- Set up, copy, scan and store documents

**From March 2017 - Till May 2021 M/s. ECE Groups, Bahrain (kitchen Equipment Manufacture & Supply Co)**

**Working in Accounts / Procurement Buyer / Logistic Officer**

**Responsibilities include but not limited to:**

#### **Accounts Responsibilities**

- Doing costing for the import items for the company
- Daily processing of all invoices.
- Handled and maintained the accounts payable.

#### **Procurement Buyer Responsibilities.**

- Responsible to source, negotiate and purchase materials from both local and overseas vendors.
- Ability to plan / schedule material to obtain optimum cost efficiency for the project requirements.
- Identify and select vendors to procure highly technical commodities meeting criteria of price, quality, quantity, availability, and delivery dates and places orders.
- Evaluate vendor's quotation to ensure that they are in line with the technical and commercial specifications required for the project.
- Analyzes departmental purchase requisitions for completeness and accuracy of information.
- Contacts department or initiator to clarify and complete information. Determines method needed to process requisition such as bid, request for proposal, or blanket contract.
- Advise internal and external on issues regarding purchasing Terms and Conditions.
- In charge of daily operational purchasing needs such as planning, issuing and following up on Purchase Orders delivery and shipment schedules.
- Resolve supply, quality, service, and invoicing issues with vendors.
- Evaluate supplier performance based on quality standards, delivery time & best prices and ensures all the criteria are met according to the organizational requirements and expectation.
- Monitors the maintenance of records regarding pricing and ordering of materials; prepare reports analysis and recommendations.

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From 2015 -2017: **M/s. SNSI Industries WLL**, Bahrain

Worked as **Account assistant / Office Secretary**

#### **Responsibilities include but not limited to:**

- Provided secretarial and clerical support & updating the details of employees in the system.
- Preparing purchase requisitions and LPO & handling petty cash.
- Preparing monthly sales Invoices for Projects and submitting it for Approval.
- Preparing cheques and payment voucher as instructed by Accounts manager.

From 2011 to 2015: **M/s. Al Rebab Construction Company**, Bahrain

Worked as **Account & HR assistant / Office Admin.**

- Keep filing/document management system for electronic and paper documents organized.
- Maintaining physical records of correspondences, reports, technical documents.
- Responsible for maintaining hard copy information & issuing and distributing controlled copies of information.
- Responsible for all administrative assignments, i.e., typing all letters to correspondences, reports, record keeping, Employee Request (Salary Certificate, Passport release, leave application).
- Responsible for all departmental clerical work like Filing, Drafting, letters, Faxing.
- Receiving all incoming documents from consultant, client and subcontractor and distributing the same

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### **Professional / Educational Qualifications**

- Batchelor degree from Davao Oriental State University
- Diploma in Accounting & Tally Package from Global Management Institute

### **Computer Proficiency**

- Microsoft Office, Tally, hands on working knowledge of ERP.

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### **Additional Information**

Marital Status	:	Married
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Driving License	:	Bahrain

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### **Declaration**

I do here by declare all the facts stated above true and correct to the best of my knowledge.

Yours Faithfully,

Monaliza Rollan Morgate