

EDWARD JUSTIEN C. CORRALES



OBJECTIVES

To get hold of a position in your company where I can take full advantage of my skills, excellence and curriculum development.

QUALIFICATION

- With good communication skills in both oral and written with strong interpersonal skills.
- Hardworking and willing to devote extra time and effort when needed.
- Highly organized, proactive, and result-oriented.
- Flexible and can work under pressure.

CONTACT DETAILS

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ejustcorrales@gmail.com
Bahrain

PERSONAL INFORMATION

DOB : July 10, 1994
Nationality : Filipino
Place of Birth : Quezon City
Religion : Baptist

LANGUAGES

Filipino
English

EDUCATION

Bachelor of Science in Tourism & Hospitality Management
ABE International College
Philippines

EXPERIENCE

PROCUREMENT OFFICER

MAY 2025 – Present
Wolf Cave
Trading Seef
Area, Bahrain

INVENTORY, LOGISTICS OFFICER CUM SALES SUPPORT

MAY 2022 – MAY 2025
Vape in Bahrain
Seef Area, Bahrain

ADMIN SUPERVISOR, CUM HEAD DISPATCHER

JANUARY 2020 - MAY 2022
Ast Logistics & Tours Corp.
Quezon City, Philippines

COLLECTOR AGENT

AUG 2018 – DEC. 2019
Beyond Borders Solutions
Provider
Quezon City, Philippines

CUSTOMER SERVICE REPRESENTATIVE

NOV 2017 – JULY 2018
Hinduja Global Solutions
Pasig City, Philippines

DELIVERY AGENT

SEPT 2016 – NOV 2017
Ninja Van
Chino Roces, Makati Philippines

Sourcing, evaluating, and selecting vendors, overseeing the buying process to ensure cost-efficiency and quality, and building strong supplier relationships.

Managed inventory, purchasing, and supply chain across all stores. Organize and monitored storage and distribution of goods. Resolving any arising problems, complaints and other related issues.

Manage the dispatching team and ensure efficient and effective operations. Oversee the scheduling and allocation of resources, including vehicles and personnel.

Follow up on late payment notices. Recovering and collecting customers overdue balance. Collecting cheques or cash from the main office.

Responsible for client's complaints, order or required information of the products. Prioritize client's needs and concerns such as replacement of the product, returns and warranty claims.

Responsible for loading, transporting and delivering items to clients in a safe and timely manner.