**JU-EL ALAJAR PERALTA**

2ND FLOOR FLAT 3, BUILDING 560, ROAD 2518, 925 EAST RIFFA,   
KINGDOM OF BAHRAIN.

# E-MAIL: *JUEL04@YAHOO.COM.PH*

MOBILE NO.: 3214-1984

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**OBJECTIVE:**

TO OBTAIN A POSITION THAT WILL ENABLE ME TO USE MY STRONG ORGANIZATIONAL AND   
COMMUNICATION SKILLS, EDUCATIONAL BACKGROUND AND TO ACHIEVE A GOOD PROCESS IN MY CAREER.

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## PERSONAL PARTICULARS

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| --- | --- | --- | --- |
| AGE: |  |  | 24 |
| DATE OF BIRTH: |  |  | OCTOBER 04, 1995 |
| GENDER: |  |  | MALE |
| MARITAL STATUS: |  |  | MARRIED |
| NATIONALITY: |  |  | FILIPINO |

LANGUAGE: ENGLISH/FILIPINO

DRIVERS LICENSE: CURRENTLY TAKING DRIVING LESSONS

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1. **EDUCATION**

# TERTIARY

SAN BEDA COLLEGE MANILA - 2012-2016

(3RD YEAR UNDERGRADUATE)

BACHELOR OF SCIENCE AND BUSINESS ADMINISTRATION MAJOR IN

MARKETING MANAGEMENT AND CORPORATE COMMUNICATION

# HIGH SCHOOL

DASMARIÑAS NATIONAL HIGH SCHOOL-MAIN, 2008 – 2012

CITY OF DASMARIÑAS, CAVITE

\* STUDENT ATHLETE OF THE YEAR 2011-2012

# ELEMENTARY

SAN NICOLAS ELEMENTARY SCHOOL

\* SY 2002 – 2008

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**III. WORK EXPERIENCE**

**RELAX HOME CONTRACTING**OFFICE A0420, ROAD 3417, KARBABAD 0434, CAPITAL GOVERNATE,  
KINGDOM OF BAHRAIN  
**POSITION: MARKETING AND PUBLIC RELATION OFFICER**

DUTIES AND RESPONSIBILITIES:

* CALLING CURRENT CUSTOMERS AND POTENTIAL CUSTOMER FOR POSSIBLE PROJECTS.
* RESEARCHING ON WHATS GOING ON WITH THE COMPETITORS.
* MAKING THE APPOINMENT AND SCHEDULING OF THE TECHNICIANS.
* HANDLING AND MONITORING OF THE STAFF/TECHNICIANS.
* TRACKING DAILY INCOME AND MONTHLY CASH FLOW OF THE BUSINESS.
* CALLING THE CLIENT TO ENSURE CUSTOMER SATISFACTION AFTER THE JOB.
* PREAPARING MONTHLY REPORT AND CASH FLOW REPORT.
* HANDLING THE OFFICE ALONE.
* WORKING UP TO LATE NIGHT HOURS AND EVEN ON OFF DAYS WITH CUSTOMER EMERGENCIES.
* ENSURING THE HEALTHY WORKING ENVIRONMENT FOR ALL THE STAFF.
* SENDING QUOTATIONS AND INVOICE FOR THE JOBS.

# PROCUREMENT & INTEGRATED SERVICES COMPANY (PISC MIDDLE EAST) 2017-2019

FLAT# 21, BLDG: 737 ROAD: 1510 BLOCK: 115 AREA: HIDD (INDUSTRIAL PARK)

**POSITION: SALES OFFICER FOR 2 YEARS (FINISHED CONTRACT)**

DUTIES/RESPONSIBILITIES:

* EVALUATING VENDORS, NEGOTIATING CONTRACTS AND PREPARING REPORTS.
* RESEARCHING POTENTIAL VENDORS
* COMPARING AND EVALUATING OFFERS FROM SUPPLIERS
* NEGOTIATING CONTRACT TERMS OF AGREEMENT AND PRICING
* TRACK ORDERS AND ENSURE TIMELY DELIVERY
* ENTER ORDER DETAILS (E.G. VENDORS, QUANTITIES, PRICES) INTO INTERNAL DATABASES (SAP SYSTEM)
* COORDINATE WITH WAREHOUSE STAFF TO ENSURE PROPER STORAGE

# JULLEN’S RESTAURANT 2016 – 2017

ZUBARA AVENUE, AL HOORA, BAHRAIN.

**POSITION WAITER / KITCHEN HELPER (FOR 1 YEAR & 6 MOS)**

DUTIES/RESPONSIBILITIES:

* TAKING CUSTOMER ORDERS AND DELIVERING FOOD AND BEVERAGES.
* PROVIDING EXCELLENT CUSTOMER SERVICE TO ENSURE SATISFACTION.
* ANSWERING QUESTIONS AND SHARING ADDITIONAL INFORMATION WITH RESTAURANT PATRONS.

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## IV. SKILLS & ABILITIES

* PROFICIENT ABILITY OF MANAGEMENT, CUSTOMER SERVICE, PUBLIC RELATIONSHIP MANAGEMENT
* VERY CREATIVE, INNOVATIVE AND HIGHLY-MOTIVATED
* STRONG ANALYSIS POWER, PROBLEM RESOLVING ABILITY AND FULL OF ENERGY
* GOOD COMMUNICATION SKILLS BOTH VERBALLY AND WRITTEN
* PROVEN WORK EXPERIENCE AS A PURCHASING OFFICER, PURCHASING AGENT OR SIMILAR ROLE
* GOOD KNOWLEDGE OF VENDOR SOURCING PRACTICES (RESEARCHING, EVALUATING AND LIAISING WITH VENDORS)
* HANDS-ON EXPERIENCE WITH PURCHASING SOFTWARE (E.G. SAP SYSTEM)
* UNDERSTANDING OF SUPPLY CHAIN PROCEDURES
* NEGOTIATION SKILLS
* FAST LEARNER
* ENGLISH PROFICIENT
* ORIENTED IN MICROSOFT OFFICE APPLICATIONS SUCH AS:
* MICROSOFT OFFICE WORD
* MICROSOFT OFFICE EXCEL
* MICROSOFT OFFICE POWERPOINT

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**V. TRAININGS & SEMINARS**

# • THE 6TH SALEMANSHIP ENHANCEMENT CONFERENCE 2015 SAN BEDA UNIVERSITY

MENDIOLA METRO MANILA

• **DIGITAL MARKETING IN A BLINK SEMINAR 2014** FIERA DE MANILA, INC.

AIM CONFERENCE CENTER MAKATI CITY, PHILIPPINES

# • BASIC LEADERSHIP SEMINAR 2013 SAN BEDA UNIVERSITY

MENDIOLA, METRO MANILA

**VI. EXTRACURRICULAR ACTIVITIES**

# • TRACK AND FILED VARSTIY

SAN BEDA COLLEGE – MANILA 2012-2016

MENDIOLA, METRO MANILA

* **NCAA TRACK AND FIELD PARTICIPANT** PHILSPORTS ARENA - PASIG ULTRA 2013

PASIG CITY

* **NCAA TRACK AND FIELD PARTICIPANT** DE LA SALLE UNIVERSITY- DASMARIÑAS 2014

CITY OF DASMARIÑAS, CAVITE

# • TRACK AND FILED STUDENT ATHLETE

DASMARIÑAS NATIONAL HIGH SCHOOL-MAIN, 2008 – 2012 CITY OF DASMARIÑAS, CAVITE

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VII. REFERENCES**

# MR. RANDY MANA

3303-0873

HEAD FOR PURCHASING AND PROPERTY DEPARTMENT

AMA INTERNATIONAL UNIVERSITY - BAHRAIN

# MR. JOMMEL QUEMADO

3421-6553

OFFICE MANAGER

PROCUREMENT & INTEGRATED SERVICES COMPANY (PISC MIDDLE EAST)

# MR. MICHAEL DIZON

3739-3838 ENGR. STAFF

AECOM - BAHRAIN

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**VIII. DECLARATION**

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.



# JU-EL ALAJAR PERALTA