



James Formaran

Experience

University Bookshop LLC

Purchasing Officer/Accounts Associate/Data Entry Specialist

Sharjah, UAE

November 2015 – February 2021

Job Responsibilities

- Responsible for getting quotation upon receiving of RFQ from sales.
- Having the most discount by communicating with publisher.
- Giving approved quotation with best price to management for approval.
- Upon receiving LPO's from customer / sales - immediately purchase requested item/s.
- Monitor the requested order with shipping companies.
- Generating Delivery Note and Invoice to customer upon arrival of shipment.
- Update In and out of items on system.
- Providing Daily, Weekly, Monthly and Annual Sales Report for Accounts Department.
- Updating Cost / Selling Price in System Data.
- To maintain the reliability of Server System Data.
- Updating details and information of Data System.
- Entering arrived shipment invoice to the system and verify what is received.
- Entering customer and account data from source documents within time limits.
- To create Transfers, Return thru System and print then send to the appropriate Department.
- Entering New Items such as Books, Stationeries and etc.



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- to the system for Master List and Price Lists.
- To organize properly the arrangement of stocks to avoid confusions and can easily find when needed.
- To report the stock availability, balance and shortage of specific material needed daily, weekly, monthly and annually.
- To report the annual physical count yearly based on the format of the department requested. (for auditing purpose and etc.)
- To help Accounts Department to tally Daily, Monthly, Yearly Sales Report.
- To provide warehouse report to Warehouse Manager in very reliable data in excel format and template.

Acabar Marketing International Inc.

Data Entry Specialist

Makati City, Philippines

April 2013 – June 2015

Job Responsibilities

- Entering customer and account data from source documents within time limits.
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
- Insert customer and account data by inputting text based and numerical information from source documents within time limits
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output.





SID Finishing and Fit-out Company

Purchasing Coordinator

Manila City, Philippines

November 2011 – March 2013

Job Responsibilities

- Manage various procurement projects that include the areas of purchasing, sourcing, and commodity management.
- Understand business objectives so as to generate project information, action items, schedule, and deliverables for the team.
- Monitor project progress regularly so as to report project status to procurement management.
- Assist team in procurement related activities as needed.
- Monitor Project Equipment / materials regularly to avoid loss and shortage.

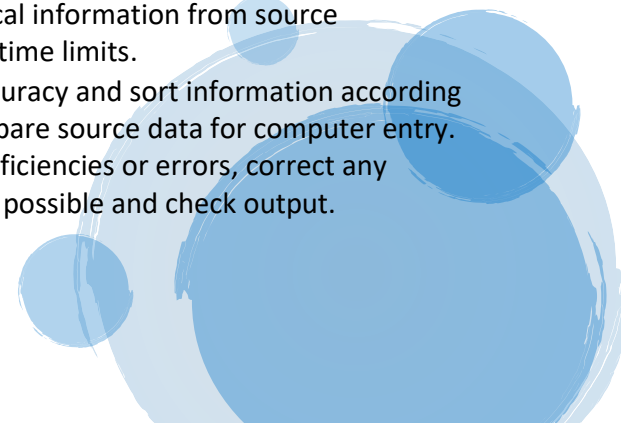
Acabar Marketing International Inc.

Data Entry Specialist

Makati City, Philippines

August 2010 – October 2011

Job Responsibilities

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 - Insert customer and account data by inputting text based and numerical information from source documents within time limits.
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 - Review data for deficiencies or errors, correct any incompatibilities if possible and check output.
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Internship

Commission on Audit, Department of Education

Data Entry Specialist

Pasig City, Philippines

August 2009 – October 2009

- Prepare, compile and sort documents for data entry. Check source documents for accuracy.
 - Verify data and correct data where necessary.
 - Obtain further information for incomplete documents. Update data and delete unnecessary files.
 - Combine and rearrange data from source documents where required. Enter data from source documents into prescribed computer database, files and forms.
 - Transcribe information into required electronic format.
 - Scan documents into document management systems or databases. Check completed work for accuracy.
 - Store completed documents in designated locations. Maintain logbooks or records of activities and tasks.
 - Respond to requests for information and access relevant files. Print information when required.
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Educational Background

Diploma in Information Technology

System Technology Institute College

Pasig City, Philippines

2007 - 2009

Bachelor of Science in Computer Science

Lyceum of the Philippines College

Intramuros Manila, Philippines

2002 - Undergraduate

Skills

English Language	/	Average Proficiency
Microsoft Excel	/	High Proficiency
Microsoft Word	/	High Proficiency
Microsoft PPoint	/	High Proficiency
Quickbooks System	/	Average Proficiency
AS400 System	/	High Proficiency
Typing Skill	/	40-60 wpm
Software/Hardware	/	High Proficiency
Troubleshooting	/	High Proficiency
Computer Skill	/	High Proficiency

Personal Information

Nationality:	Filipino
Date of Birth:	August 30, 1984
Civil Status:	Married
Passport No.:	EC5062412
Visa Status:	Cancelled
Philippines Driver's License:	Active
Language:	English / Tagalog / Waray

