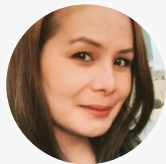


Maureen Tumulak Oyao



✉ tumulakmauren@gmail.com 📞 +965 9734 8240

🏠 Block-11, Maidan Hawalli, Kuwait 📅 December 18, 1980

📍 Lapu- Lapu City, Cebu Philippines ♀ Female 🇵🇭 Filipino 👤 Married

➤ Transferrable Visa Article 18

Detail-oriented and service-driven professional with over a decade of experience in procurement, administration, and customer-facing roles. Proven ability to negotiate contracts, manage inventory, and deliver exceptional support across diverse industries. Seeking a dynamic role in a growth-focused organization.

Education

1997 - 2000 ■ Bachelor of Science in Elementary Education (Undergraduate)

Employment

- 2020 - Present ■ Purchase Supervisor
Jana International Trading Co., Kuwait
- Negotiated vendor contracts and pricing
 - Finalized purchase orders and delivery schedules
 - Reviewed contracts and ensured compliance
 - Monitored inventory and placed timely orders
 - Prepared analytical purchasing reports
- 2017 - 2020 ■ Receptionist
Peak Fitness Gym, The Promenade Mall, Kuwait
- Welcomed and registered members
 - Provided class and schedule information
 - Assisted with membership inquiries
- 2013 - 2016 ■ Secretary / Receptionist
Beautique Beauty Salon, Khaifan Mall, Kuwait
- Managed calls, appointments, and correspondence
 - Organized meetings and maintained filing systems
 - Prepared reports and supported daily operations
- 2010 - 2013 ■ Receptionist / In-Charge
Nails Station Company, Salmiya, Kuwait
- Scheduled appointments and processed payments
 - Handled customer inquiries and bookings
 - Maintained front desk operations
- 2007 - 2008 ■ Secretary
First Performance Company, Awqaf Complex, Kuwait
- Provided administrative support and document handling
- 1999 - 2002 ■ Quality Controller
LEAR Corporation, Philippines

Skills

- - Conducted quality checks and ensured product compliance

Procurement & Inventory Management

Microsoft Office & Internet Applications

HTML & Basic Computer Operations

Strong Communication & Interpersonal Skills

Creative Problem Solving

Languages

English

Tagalog

Arabic

Hobbies

■ Movies

■ Music

■ Photography

■ Reading

Courses

- **Basic Computer Operation**

Personal Information

Aug 2020 - Present

- **Purchase Supervisor**

The Purchase Supervisor oversees procurement operations, ensuring timely and cost-effective acquisition of goods and services. This role requires strategic thinking, vendor management, and coordination across departments to meet organizational needs.

Maureen Tumalak Oyao