



OBED P. ERASGA, JR.

To get hold of a position that will enable me to utilize my organizational skills, educational background and ability to work well with the people around me; to learn new things that will eventually permit continuous professional experience leading to my ultimate goal of being a competitive and responsible team leader in the future.

CONTACT

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✉ operasga@gmail.com

📍 Bin Mahmoud, Doha, Qatar

SKILLS

- Computer Literacy (MS Office)
- Proficient in ERP (Oracle)
- Exceptional Typing Speed
- Strong Communication
- Skilled in Resolving Challenges
- Good Work Ethic
- Collaborative Team Player
- Organized and Detail-Oriented
- Flexible and Adaptable

CERTIFICATION

CERTIFIED PURCHASING PROFESSIONAL (CPP)

American Purchasing Society
Certification No. 131497P
12 February 2024

Berkeley Consulting W.L.L
Grand Hamad, Doha, Qatar
August – December 2023

PROFESSIONAL BACKGROUND

PROCUREMENT ASSISTANT

Elite Business Solutions Services

Al Yamama Building, Street 340, Al Muntazah, Qatar
July 2023 - Present

Duties and Responsibilities:

- Thoroughly review and ensure accuracy of customer's Purchase Order Requisitions.
- Initiate requests for quotes, fostering competitive pricing and positive supplier relationships.
- Oversee the end-to-end process of generating and dispatching Purchase Orders.
- Actively negotiate to secure the best value, monitoring order progress for optimal On-Time Delivery (OTD) performance.
- Maintain active communication with stakeholders, driving improvements in lead time, cost, and customer service.
- Support the Accounts Payables team in resolving issues related to invoices.
- Undertake additional duties with a commitment to the highest standards of business ethics.

ORDER MANAGEMENT / LOGISTIC STAFF

Arabian Supplies W.L.L. (a subsidiary of Tadmur)

St. 37, Gate 41 Industrial Area, Qatar (FMCG Warehouse)
April 2010 – May 2023

Duties and Responsibilities:

- Data entry and validation of LPOs and Sales Returns in ERP system – Oracle.
- Initiating MR for new orders and promotional items.
- Coordinating with vendors, sales staff, customers, and managers for order processing.
- Handling incoming calls and messages related to orders, deliveries, and customer inquiries.
- Collaborating with managers for promotional items, allocation, and barcode preparation.
- Monitoring product expirations, generating pick-slips, and managing reports.
- Involvement in both inbound and outbound procurement and warehouse operations, including the verifications of new consignments and deliveries.

EDUCATIONAL ATTAINMENT

BACHELOR OF SCIENCE IN COMMERCE MAJOR IN MANAGEMENT

Laguna College of Business and Arts
Calamba, Laguna, Philippines
June 2001 - April 2005

PERSONAL INFORMATION

Age : 39 years old
Sex : Male
Height : 5'6"
Citizenship : Filipino
Date of Birth : 28 December 1984
Place of Birth : Manila, Philippines
Languages : Arabic, English, Tagalog
Civil Status : Married
Religion : Christian (Born Again)
Driving License : Qatar Driving License
Visa Status : Resident with valid QID

Character reference available upon request.

- Recording and managing all customer interactions, transactions, and inquiries.
- Monitoring inventory and sales reports, ensuring accuracy in transactions and deliveries.
- Assisting in replenishing merchandise and liaising with relevant departments.

SECRETARY / SHOP IN-CHARGE

Al Hadi Car Polishing & Car Washing

Al Jazeera Petrol Station, Salwa Road, Qatar
March 2008 – January 2010

Duties and Responsibilities:

- Managed car polishing services.
- Conducted thorough checks on cars before entering the polishing section.
- Prepared daily sales and cash reports, invoices, and customer statements.
- Supervised labor to ensure customer satisfaction.
- Handled LPOs for car service materials and managed credit customer accounts.
- Followed up with credit customers regarding payments.
- Maintained daily attendance records for all labor – Daily Attendance Management Program.

LOGISTICS CLERK

Calamba New Bottling Corp. (Coca Cola Plant)

Halang, Calamba, Laguna, Philippines
November 2005 – August 2007

Duties and Responsibilities:

- Conducted inventory of finished products and raw materials.
- Prepared Daily Sales Inventory Report (DSIR).
- Managed Receiving Receipt and Delivery Receipt for incoming and outgoing trucks.
- Handled order calls from the warehouse, managed delivery schedules.
- Compiled and recorded production data for reporting purposes.
- Prepared work schedules based on guidelines and priorities.
- Maintained files of documents and prepared reports.
- Conducted tagging and counting of finished products hourly.
- Prepared daily output reports for production lines.