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Lilizen Pingol Fabon

Professional Summary:

A Computer Engineer by profession and an experienced Purchasing professional with background of working in Oil and Gas and Mining Industry. Experienced and knowledge of the best buying procedures, methods and practices who can work independently and as a team. Results oriented with demonstrable success in achieving target through negotiation and project management skills and is highly skilled in installing, repairing and troubleshooting computer hardware and peripherals.

Work Experiences:

PROCUREMENT AND SCHEDULER SPECIALIST
ALLIGHT PRIMAX DUBAI
JAFZA, Dubai
December 2017 to September 2020

- Responsibilities include carrying out and analyzing RFPs, RFQs and RFI, negotiating price with suppliers, maintaining relationships with both internal and external key stake holders, and managing the supplier relationship, addressing stakeholder's issues and executing sourcing as set out.
- Develop production schedules to optimize material, maintain cost effective inventory and raw material levels, and design a smooth process flow while meeting customer shipment dates.
- Placing Purchase Orders incorporating all agreed terms and conditions. Ensures terms and conditions on orders are met by the supplier – e.g. delivery time, packaging. Identifies risk at deliveries to adjust strategies as needed.
- Monitors manufacturing performance and actively adjusts schedules in response to equipment failures, supply shortages, or other production disruptions.
- Liaise with other departments to ensure seamless ordering and efficient company operations.
- Identifies opportunities to make processes more efficient and cut down on production costs through more effective scheduling.
- Monitor and review vendor's performance and conduct audit.
- Review purchase price variances. Reconcile nonconforming products with Suppliers e.g. credit memo.
- Perform other responsibilities as the business demands.

PROCUREMENT EXECUTIVE
SCOMI OILTOOLS CAYMAN LTD.
JAFZA, Dubai
April 2014 to October 2017

- Generate and issue Purchase Order to vendor. Ensure vendor's PO acknowledgment and delivery commitment is secured, updated in system and communicated to the end user/s.
- Manage the Sourcing and Expediting functions in all phases.
- Source out new vendors and conduct accreditation.
- Review and maintain updated record of approved and qualified vendors.
- Coordinate with Accounts team for any payment issues escalated by vendors.
- Ensure application of Quality and Safety Policy of the company in area of responsibility.
- Prepare reports required by the superior and perform other duties as may assign.

IT ENGINEER
SWIRE PACIFIC OFFSHORE OPERATIONS PTE. LTD.
Beach Road, Singapore
March 2007 to September 2013

♦ Maintain the security, backup, availability of the Microsoft Exchange 2003 Server.

♦ Email account creation and deletion and configuration of mailbox according to user's preferences, giving rights to mailbox.

♦ Configure mobile phones to connect into our exchange server using Outlook Mobile Access (OMA) especially on users who always go outside service.

♦ Adding of new employees into the active directory domain, configuration of accounts into the server and joining of desktops and laptops into the domain.

♦ Keep servers, computer and laptops secure and virus-free.

♦ Involve in gathering requirements for IT equipments, perform IT purchasing, managing IT assets, liaising with vendors or Technical support to provide quick solutions to user's request.

♦ Create and update documentation of Work instructions/Manuals for audit purpose.

ELECTRONIC DATA PROCESSING STAFF
ROHM APOLLO SEMICONDUCTOR PHILIPPINES, Inc.
Cavite, Philippines
December 2002 to October 2006

♦ Function primarily as Desktop support and Windows administrator. Assist in the creation and ongoing support of network software, files and security systems. This includes the creation, deletion and maintenance of all system user accounts and password in Active Directory and the company's mail system.

♦ Monitor servers/services to maintain high system availability. Plans and implements system security policy, host and client access, file permissions and user accounts.

♦ Set up and maintain computer networking system in company including PC, printers, scanners and other peripherals according to user requirements.

♦ Perform regular backing up of important data.

♦ Submit technical evaluation reports regarding hardware and software platforms to ensure optimum systems availability, performance quality and security.

PRODUCTION ENGINEER
February 2002 – December 2002

♦ In-charge of the machine operation and maintenance.

♦ Closely monitor the output of the machine being handled.

♦ Coordinate with the Mechanical Engineers during machine breakdown status.

♦ Report the result of operation by executing all phases of process flow.

♦ Prepare materials to be used in production.

♦ Undertake a continuing study of the improvement of procedures necessary to develop a more effective process flow.

Educational Background:

Collegiate   **B.S. Computer Engineering**
Adamson University
1996 – 2001

Personal Information:

Date of Birth: June 6, 1980
Place of Birth: Manila, Philippines
Religion: Roman Catholic
Civil Status: Married
Citizenship: Filipino
Visa Status: Visit Visa (valid until April 28, 2021)

Skills:

ERP SYSTEMS (SAP/INFOR)

● ● ● ● ●

PURCHASING SKILLS (Sourcing, Negotiation, Contracting, Supplier Management)

● ● ● ● ●

INFORMATION TECHNOLOGY (Skills in Installing, repairing and troubleshooting computer hardware and peripherals)

● ● ● ● ●

COMPUTER LITERACY (MS OFFICE)

● ● ● ● ●

COMMUNICATIONS (English & Tagalog)

● ● ● ● ●

Training/Seminars:

September 2009	**ITIL ver. 3 Introduction**
	Passed
June, 2004	**Designing a Secure Windows 2000 Network**
	DB Wizards, Inc., Makati City
	Instructor: Mr. John C. Ang
March, 2003	**Basic First Aid and CPR Training**
	ROHM Apollo Semiconductor Phil., Inc.
	Instructor: Angel G. Montevirgen Jr. and Gloreina G. Peregrino
January, 2001	**Seminar on Web-page Design**
	Doña Amparo Bldg., Morayta, Manila
	Speaker: Engr. Louie M. Jacinto

References:

Available upon request