



## PROFILE

- Extensive experience in carrying out management function covering wide range of logistics operations, procurement, sourcing, supply chains, export/import coordination, warehousing inventory control and accounting.
- Delivered success in suggesting cost control measures, handling vendor negotiations and coordinating effective with various parties involved in logistics activities. Successfully directed and managed complex assignment while meeting or exceeding anticipated scheduling and budgetary projections. Highly motivated and dedicated leader, taking pride in being direct, spontaneous and responsible with an exceptional capability in leading the team towards professional excellence and achieving targets.
- With wide range of Administrative function ensuring efficiency and maintaining compliance with company policy supervising members of admin staff equaling dividing responsibilities to improve performances; managing emails, letters, packages, phone calls and other forms of correspondence alongwith support bookkeeping and budgeting procedures reports for financial info, personnel and other as well as submitting proposal and presentations as needed.

## CONTACT

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# SHEPHERD MONTEALEGRE

PURCHASE / PROCUREMENT CUM PRODUCT  
DEVELOPMENT CUM ADMIN/OPERATION

## WORK EXPERIENCE

### **DINGDING RESTAURANT MANAGEMENT – OPERATION (INCLUDES PURCHASE/PROCUREMENT)**

**DUBAI, UAE**

**JULY 2021 – FEBRUARY 2022**

- Providing sales and administrative support involving efficient handling of top and confidential agreement. Providing input and ideas into marketing enterprise
- Communicate job expectations; planning, monitoring, appraising, and reviewing job contributions
- Plan and review compensation actions; enforcing policies and procedures
- Contribute operations information and recommendations to strategic plans and reviews; prepare and complete action plans; implement production, productivity, quality, and customer-service standards; resolve problems; complete audits; identify trends
- Forecast requirements; prepare an annual budget; schedule expenditures; analyze variances; initiating corrective actions
- Develop operations systems by determining product handling and storage requirements; develop, implement, enforce, and evaluate policies and procedures; develop processes for receiving product, equipment utilization, inventory management, and shipping
- Analyze and improve organizational process and workflow, employee and space requirements, and equipment layout; implement changes
- Maintain safe and healthy work environment by establishing, following, and enforcing standards and procedures; complying with legal regulations
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
- Accomplish operations and organization mission by completing related results as needed
- Meet or exceed operations labor budget expectations
- Run a safe, injury/accident free workplace
- Responsible for all aspects of vehicle and heavy equipment rentals
- Establish contracts and pricing and ensuring proper maintenance and serving as primary liaison with utilities and local government agencies, such as fire, police, health, and safety agencies

- Manage relationships with key operations vendors
- Track vendor pricing, rebates, and service levels
- Review and approve all operational invoices and ensure they are submitted for payment
- Serve as primary point of contact when there are customer issues related to equipment quality, customer service, or accidents and mishaps on-site. In particular, this includes any issues on-site at client facilities, such as breaking a fence or tape residue on flooring
- Communicate customer issues with operations team and devise ways of improving the customer experience, including resolving problems and complaints
- Work closely with GM and management team to set and/or implement policies, procedures, and systems and to follow through with implementation.
- Communicate all operating policies and/or issues at department meetings
- Work closely with the inventory manager and team to perform analysis of our inventory and ensure we are utilizing our inventory effectively, purchasing the right equipment, maintaining solid inventory data, and reduce sub-rental expenses
- Communicate with legal counsel and safety department to ensure all processes remain compliant with health and safety regulations and other governmental regulations

**OSCAR LUBRICANTS – PURCHASER**  
**AJMAN, UAE**  
**MAY 2020-JULY 2021**

- Receiving enquiries and order requests in various ERP systems or by phone, email, etc., ensuring that all necessary information is collected and acknowledging the order from the customer. Interpreting the order and seeking technical advice where appropriate.
- Check and review the order to ensure the optimum supply quantities and pricing arrangements at all times. Providing delivery instructions and advice as appropriate. Liaising with the vessel, the vessel agents, and appointed suppliers to expedite deliveries as appropriate.
- Invoice matching with order and delivery receipt received from suppliers for timely payment
- Actively monitoring and identifying uneconomical supply situations that will negatively impact the vessel's running costs and pro-actively recommend solutions before the expense is incurred.
- Resolving any order related problems including redirection of orders or change of products as appropriate.
- Actively tracking own and supplier non-conformances to:  
 -Proactively influence and improve results.  
 -Identify opportunities to improve performance and deliver additional value to the business.
- Building and maintaining high level relationships with internal clients and key suppliers in order to maintain and build own knowledge and awareness of the Marine lubricants market and customer expectations.
- Lead specific projects designed to optimise performance and/or improve process efficiency and effectiveness.

**METRO INTERNATIONAL LLC –  
PURCHASER/PROCUREMENT CUM PRODUCT DEVELOPMENT  
DUBAI, UAE  
JUNE 2011– MARCH 2020**

- Reviews and approves purchase order placement of salesmen and customer for accuracy and coordinating with suppliers or agent or satellite office on the enquiries.
- Review purchase order claims and contracts for conformance to company policy.
- Meets with vendors to negotiate improved pricing, product quality, and delivery. Negotiating and supervising supply contracts and formulating policies with suppliers.
- Timely and prompt follow up with the suppliers on shipment
- Update the sales people on the current position for their respective buyers
- Maintaining a healthy relationship with existing customers while opening up fresh customers.
- Providing sales and administrative support involving efficient handling of top and confidential agreement. Providing input and ideas into marketing enterprise and subsequent promote them and monitor responses.
- Participate in the development of specifications for services, equipment's, products, supplies or substitute materials.
- Conducts meetings, prepares and presents reports, and provides information to identify purchasing requirements, establish business plans and performance objectives, and report performance against plan and business objectives.
- Collecting, analyzing, evaluating and accounting the information in order to increase productivity sales.
- Promoting the facilities of the organization to fresh and existing customers through a proactive approach
- Reviews new or modified program, including documentation, diagram, and flow chart, to determine if program will perform according to user request and conform to guidelines.
- Collecting and producing written documentation for reporting findings.
- Performing trend analyzes, and identifying quality improvement opportunities.
- Completing reports and presents statistical analyzes and findings.
- Identifying and recommending procedures and workflow improvements.
- Coordinating and responding internal meeting
- Providing feedback to both management and employees on the quality of work.

**ARABIAN DIAGNOSTICS AND MEDICAL COMPANY LTD. – PURCHASER  
RIYADH, KSA  
FEBRUARY 2009 –FEBRUARY 2011**

- As a Purchaser, handle procurement of materials, by preparing and sending request and receiving quotation from qualified suppliers, in accordance with company policies and procedures; evaluate suppliers' offers follow-up budget approval of orders.

- Liaises with freight forwarder for shipments. Makes freight forwarding arrangements for procured materials
- Informs Custom Clearance of arrival details, provide shipping details with all required documents to customs Clearance section. Follow-up with concerned authorities for timely clearance of the materials.
- Coordinate with Finance Department for payments and insurance (if necessary). With Government Relation for customs duty exemptions and import license.
- Liaise with suppliers in case of any discrepancy in the documents and review if materials received, processed in system by receiving for materials delivered, if required.
- Selecting and evaluating of potential vendors/suppliers through trade directories, embassies and databanks based on reputations and performance.
- Coordinate directly to CEO of the company to select and recommend acceptance & rejections of vendors. An update with weekly report on the performance of the sales on monthly bases to top management & maintenance. Receiving materials from vendors
- Provide the user/costing dept. materials availability and/or price information based on request for urgent subject, process claims recommends for settlement of disputes with suppliers as per relevant policies and procedures.
- Provides end-user with information services by issuing reposts giving the status of orders by departments. Act as communication link between the procurement and organizations end-users answering any questions regarding order status and delivery.
- Performs other similar or related duties such as; procuring petty cash in case of emergency or as required.
- Provides service to all concerned departments and end-users with updated status reports of orders

**ABOITIZ ONE PHILIPPINES – DOCUMENT, MATERIAL AND OPERATION CONTROLLER, PHILIPPINES - JANUARY 2003- JANUARY 2009**

**CALIFORNIA MANUFACTURING CORPORATION – FOOD HANDLER PHILIPPINES - JUNE 2002 – DECEMBER 2002**

**KIP COMPANY, INC.- WAREHOUSE JUNIOR SUPERVISOR PHILIPPINES - MAY 2000 – MAY 2002**

**EDUCATION BACKGROUND**

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- Graduated with the degree Bachelor of Science in Business Administration major in Management – APRIL 2000

**SHEPHERD MONTEALEGRE  
APPLICANT**