

# HELEN O. MANGUIAT



## SUPPLY CHAIN PROFESSIONAL WITH MANUFACTURING AND TRADING INDUSTRY EXPERTISE

Pro-active and result oriented professional with 15 years extensive exposure and experience in Manufacturing and Trading Industry in Dubai, UAE in the field of Purchasing, Logistics, Import & Export, Inventory, Office Management and Documentation. Demonstrate hands-on management style in the development and implementation of strategic plans to ensure company growth. Creative, problem solver, result driven approach and well disciplined. With proven ability to manage multiple tasks efficiently under tight deadlines with high quality results. Innovative, effectively communicates directions & instructions while fostering teamwork in inclusive culture.

### A R E A S   O F   E X P E R T I S E

Import/Export Management	Excellent Negotiation skill
Purchase/Procurement Management	Excellent Communication/Interpersonal Skill
Logistics/Customs Management	Excellent Computer/Presentation skill
Office/Administration Management	Excellent in Reports and Documentation
Supplier/Client Relationship Management	Excellent in Designing Manuals/Brochures/Flyers

### C A R E E R   P R O G R E S S I O N

#### BLUEAIR AB MIDDLE EAST

*JAFZA One Tower, Jebel Ali, Dubai, U.A.E.*

#### LOGISTICS COORDINATOR

**Sep. 2019 – Aug. 2020**

- ❖ Getting quotes from the suppliers based on the purchase request and preparing PO related to marketing.
- ❖ Approving artwork from the fabricator agencies related to marketing & branding
- ❖ Expenses claim documentation
- ❖ Handling documentation process i.e. proforma invoices, L/C, invoices, packing list and all documents related to shipping.
- ❖ Export & Cross Trade documentations.
- ❖ Well versed in DP World & custom formalities and possess strong knowledge of Incoterms.
- ❖ Dealt with agent for inbound and outbound shipment

#### SPECIALITY ENGINEERING CHEMICALS (SpEC)

*Jebel Ali, Dubai, UAE*

#### SALES & MARKETING/LOGISTICS ADMINISTRATOR

**Nov. 2000 – Dec. 2018**

- ❖ Assist the Sales & Marketing Director in all day-to-day administrative requirements of the department including the issuance of proforma invoice, prospecting and product/market research.
- ❖ Coordinate with the customers, suppliers, freight forwarders and shipping lines.
- ❖ Preparing of Technical Submittal/Tender & Specifications.
- ❖ Maintaining and updating SpEC's customer price lists as directed.

- ❖ Maintaining and managing SpEC's literature and applied samples stocks.
- ❖ Getting quotes from the suppliers based on the purchase request and preparing PO.
- ❖ Maintaining and updating company's CRM (Salesforce).
- ❖ Handling documentation process i.e. proforma invoices, L/C, invoices, packing list and all documents related to shipping.
- ❖ Import, Export & Cross Trade documentations.
- ❖ Dealt with Dubai Municipality for import and exports of hazardous materials.
- ❖ Well versed in DP World & custom formalities and possess strong knowledge of Incoterms.
- ❖ Correspond to all incoming faxes, emails, etc.
- ❖ Arranging bookings, meeting and other travel reservation for the Sales & Marketing Director
- ❖ Preparing Powerpoint presentations related to training, strategies and plans.
- ❖ Designing company's literature/brochure/flyers using QuarkXpress and Acrobat Professionals.
- ❖ Perform other duties as per instruction of the Managing Director

### **SPECIALITY ENGINEERING CHEMICALS (SpEC)**

*Jebel Ali, Dubai, UAE*

#### **SECRETARY / RECEPTIONIST**

**Oct. 1998 – Oct. 2000**

- ❖ Setting up efficient filing system to enable rapid retrieval of documents.
- ❖ Data entry operator.
- ❖ Telephone operator.
- ❖ Setting up control systems for all documentation related to production, quality control and quality assurance.
- ❖ Monitoring stock control system and alerting management to potential stock-out situation.
- ❖ Handling the importation and exportation of raw materials and finished goods.
- ❖ Responsible for doing all documentations in importation and exportation of finished products i.e. proforma invoices/quotations, purchase orders, L/C's, invoices, packing list, Certificate of Origin, etc.
- ❖ Sending promotion letters to prospective distributors/clients.
- ❖ Keeping an open communication with the clients/distributors.
- ❖ Handling the booking of the tickets of all the staff.

### **GRUNDFOS GULF DISTRIBUTION**

*Jebel Ali, Dubai, UAE*

#### **LOGISTICS & SALES COORDINATOR**

**Nov 1997 – Aug 1998**

- ❖ Preparing quotation, order processing and invoicing.
- ❖ Responsible for L/C documentation.
- ❖ Dealing with the suppliers, distributors and freight forwarders.
- ❖ Responsible for Purchase Order requisitions and placing to the supplier.

## **T E C H N I C A L   S K I L L S**

- ❖ Windows™ (7™, Vista™, XPT™) & Macintosh™ OS, Microsoft Office Suite™: (Word™, Excel™, PowerPoint™, Access™, Outlook™), Lotus Application, A/S 400, QuarkXpress, Adobe Acrobat Professional, CRM, SAGE, MS Project, Photoshop, InDesign, Adobe Illustrator
- ❖ Enterprise Resource planning (ERP) software/Systems Applications and Products (SAP) software
- ❖ SAGE accounting software

## E D U C A T I O N

### ❖ BACHELOR OF SCIENCE IN CHEMISTRY

Adamson, University

Manila, Philippines

## P E R S O N A L D A T A

Nationality	:	Filipino
Marital status	:	Married
UAE Residence Visa status	:	Company Visa
Notice Period	:	Immediate