

# EUNICE DELIMA EDRALIN

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## **PERSONAL INFORMATION:**

Age: 37 years old  
Status: Single  
Sex: Female  
Citizenship: Filipino  
Language: English, Basic Arabic  
Date of Birth: 01 July 1986  
Visa Type: Employment Visa

## **EDUCATIONAL ATTAINMENT:**

**CSSD Technician Diploma Program (CBSPD Passer)**  
**PrimeXperts Healthcare Consultancy & Training**

**Bachelor of Science in Information and Technology**  
**Mindanao Polytechnic State College**  
**Undergraduate**

**Caregiving**  
**Filipino Institute**

## **CERTIFICATES:**

**Basic Life Support**

## **PROFESSIONAL EXPERIENCE:**

**Company:** Liwa International School Al Qattara

**Position:** Purchasing & Store Keeper

**Period:** September 2022 up to present

### **Duties and Responsibilities:**

- Identify business requirements for goods, materials, and services.
- Find reliable suppliers to meet these requirements.
- Negotiate prices, track orders and ensure timely delivery.
- Compare and evaluate offers from different suppliers.
- Negotiate contract terms of agreement and pricing.
- Enter order details (e.g. vendors, quantities, prices) into internal databases.
- Verifying receipt of items by comparing items received to items ordered.

- Maintaining good relationships with suppliers.
- Supporting accounts related works.
- Maintains inventory and stock records.
- Received and check the supply.
- Distribute supply to teachers, admin and other departments.

**Company:** Cure Plus Medical Center LLC

**Position:** Purchasing Officer

**Period:** July 2021 – April 2022

**Duties and Responsibilities:**

- Identify business requirements for goods, materials, and services.
- Find reliable suppliers to meet these requirements.
- Negotiate prices, track orders, and ensure timely delivery.
- Compare and evaluate offers from different suppliers.
- Negotiate contract terms of agreement and pricing.
- Enter order details (e.g. vendors, quantities, prices) into internal databases.
- Verifying receipt of items by comparing items received to items ordered.
- Maintaining good relationships with suppliers.
- Supporting accounts-related works.
- Help store in-charge in inventory and storekeeping.

**Company:** Arabia Horizons Tours

**Position:** Reservations Agent

**Period:** October 2013 – November 2020

**Duties and Responsibilities:**

- Experience in sales.
- Booking Airline tickets, hotels, and inbound tours.
- Understanding of the sales process and dynamics.
- A commitment to excellent customer service.
- Excellent written and verbal communication skills.
- Superb interpersonal skills, including the ability to quickly build rapport with both customers and suppliers.
- Experience using computers for a variety of tasks.
- Competency in Microsoft applications including Word, Excel, Outlook, B2B, and B2E system.
- Able to work comfortably in a fast-paced environment.
- Assisting and advising customers who may be choosing from a variety of travel options.
- Making reservations for customers based on their various requirements and budgetary allowances.
- Helping plan travel itineraries by suggesting local tourist attractions and places of interest.
- Processing payments and sending confirmation details to customers.
- Sorting out any issues that may arise with bookings or reservations.
- Providing support to customers who may need to amend or cancel a reservation.

**Company:** Zakher Private School (British Division) Al Ain, U.A.E.  
**Position:** Support Staff / Store Keeper  
**Period:** September 2008 - September 2013

**Duties and Responsibilities:**

- Store stationary supplies or equipment
- Checking the supplies from time to time
- Securing the status of each supply
- Issue the supplies to teachers and administration staff
- Assist the teachers in the class
- Bus assistant
- Photocopy in-charge

**Company:** Body Basics Health Club (Gym & Spa)  
**Position:** Receptionist  
**Period:** July 2004 - May 2008

**Duties and Responsibilities:**

- Answer and screen incoming calls
- Handle and redirect customer queries
- Coordinate meetings and appointments
- Assist with the organization of company functions and events
- Follow-up with clients
- Prepare and post the statement of accounts
- Manage monthly/yearly reports
- Cashier
- Check the daily attendance of the clients (gym/aerobics)

**CHARACTER REFERENCES:**

- **Mr. Ashin Amir** +971-529717425
- **Mrs. Agnes Nathaniel** +971-505438630

I hereby certify that the above information is true and correct.

**Eunice D. Edralin**  
Applicant