

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