



ABIGAIL M. DE CASTRO

Purchasing Supervisor
Certified Separate Evaluator & Auditor for JSOX

SKILLS & COMPETENCIES

Expertise:

- Procurement of Indirect materials (consumables, Machineries, Facilities, Jig and Fixture and other contract based requirement)
- Negotiation Skills
- Strategic Sourcing
- Organize Bidding
- Purchasing Procedure and Regulation creation
- Problem Analysis
- JSOX Standards

Intermediate :

- Supply chain Management
- Inventory Management
- Microsoft Word, Excel, Power Point
- Good Communication Skill (Verbal and Written)
- Knowledge in RBA- Responsible Business Alliance
- Knowledge in ISO 14001 & ISO9001

PROFESSIONAL SUMMARY:

Detail-oriented and results-driven Sourcing Specialist with over **10 years of experience** in procurement, strategic sourcing, and vendor management within the manufacturing industry.

Proven ability to identify and develop reliable suppliers, negotiate competitive contracts, and achieve significant cost savings while maintaining high-quality standards.

Skilled in analyzing market trends, managing procurement cycles, and implementing sourcing strategies that align with business goals.

EDUCATION:

AMA Computer College -Lipa Campus
Bachelor's/College Degree in Business Administration major Management
June 2008-April 2011

AWARDS RECEIVED:

- Academic Excellent Award
- Deans Lister

CERTIFICATION AND TRAININGS

- Certified Separate Evaluator & Auditor for JSOX
- Negotiation Training Seminars
- Training the Trainers Seminars
- ISO 9001 QMS auditors Training
- ISO 4001 EMS auditors Training

WORK EXPERIENCES

1.) HI-P PHILIPPINES TECHNOLOGY CORP (START UP COMPANY)

March 9, 2021-present

Sourcing Specialist:

Job Description:

- Identify and evaluate potential suppliers based on quality, cost, service, and reliability.
- Source products, materials, and services in alignment with company needs and specifications.
- Negotiate pricing, payment terms, and contracts with suppliers.
- Monitor supplier performance and resolve any issues related to quality, delivery, or compliance.
- Analyze procurement data and market trends to identify opportunities for cost reduction.
- Collaborate with internal departments (e.g., procurement, logistics, production, finance) to align sourcing efforts with business goals.
- Ensure compliance with company policies and legal regulations related to sourcing and procurement.
- Develop and implement sourcing strategies to support new product development and business expansion.

2.) EPSON PRECISION PHILIPPINES INC.

May 2014-March 8,2021

A. Purchasing Supervisor

May 2015-June 20,2020

Job Description

- 1.) Resolve urgent supplies /source delivery or quality problems.
- 2.) Acts as lead negotiator in new and huge purchasing plans. Responsibility includes initiating, directing and maintaining both short and long-term schedules.
- 3.) Responsible for supporting CMD operations with a sound and accurate purchasing schedule on a regular basis.
- 4.) Negotiate contract terms and service levels
- 5.) Maintain and follow purchasing procedures to conform to ISO standards.

ABOUT ME:

AGE: 34 Years Old
BIRTHDATE: November 22,1990
CIVIL STATUS: Married

CONTACT DETAILS:

CELLPHONE:
0945-715-8491
0992-320-9394

HOME ADDRESS:
#129 Barangay. Rizal Lipa City
Batangas 4217

EMAIL: abie,decastro22@gmail.com

HOBBIES

- Reading News
- Cooking
- Traveling
- Investing

CHARACTER REFERENCES:

Available upon request

- 6.) Plan for the effective utilization of resources and sectional and departmental budget.
- 7.) Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
- 8.) Organize bidding for special items and big activities
- 9.) Supervise daily activities and transactions of purchasing

B. Supervisor -Certified Separate Evaluator for JSOX Audit

June 20,2020-March 8,2021

Job Description

- 1.) Function as an independent evaluator that reviews and evaluates compliance and consistency to company regulations of the organization
- 2.) Monitors and coordinate compliance activities of other departments to remain abreast of the status of all compliance activities and to identify trends
- 3.) Acts as overall coordinator for SEG internal audits
- 4.) Facilitates and leads audit performed by external auditor
- 5.) Performs risk assessment for reliability of financial reporting in accordance with Group-wide PMO (SEG) requirements
- 6.) Proposes and creates measures to improve the data management and control of the financial reporting of the company as a whole.

3. Miladay Jewels Inc.

Inventory Associate | National Capital Reg, Philippines

May 2012-May 2014

Job Description

- 1.) Daily Monitoring of Stocks Movement Report
- 2.) Monitor and maintains current inventory report
- 3.) Reconcile actual stocks count versus the system generated report thru SAP.
- 4.) Handles weekly audit of stocks for 9 stores within metro Manila
- 5.) Checking and Monitoring of Daily sales.
- 6.) Conduct quarterly stocktaking for all items on hand
- 7.) Preparation of daily, weekly, monthly & yearly report related to inventory

4.) Teletech Lipa

August 9, 2011-May 2012

Customer Service Representative

Job Description:

- 1.) Handle inbound and outbound calls related to customer inquiries, product support, service requests, and complaints.
- 2.) Provide accurate and complete information based on company guidelines and procedures.
- 3.) Resolve customer concerns in a timely and empathetic manner, ensuring high customer satisfaction.
- 4.) Escalate complex issues to the appropriate department or supervisor when necessary.
- 5.) Achieve daily and monthly performance targets, including AHT (Average Handling Time), CSAT (Customer Satisfaction Score), and FCR (First Call Resolution).
- 6.) Follow call scripts, communication protocols, and quality standards during every interaction.

