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RAYMUND M. PASCO

CAREER OBJECTIVE:

To be able to find a suitable company/organization and contribute to attain its objectives, utilizing my present skills and abilities.

SKILLS:

- Knowledgeable in MS Office Applications and other Computer Applications
 - MS Word
 - MS Excel
 - MS Power point
 - MS Outlook
 - Trade System
 - CRM System
 - Internet sourcing
- Excellent Communication Skills
- Purchasing
- Data Entry
- Cash Handling
- Sales
- Excellent customer service
- Basic accounting skills

WORK EXPERIENCE:

June 17, 2018 – February 15, 2021

SENIOR DATA ENTRY SPECIALIST

High Technology (Chip 1 Exchange Electronic Components FZCO)

- Preparation of XS List for adding into XS AVSTOCK Inventory
- Tracking of XS List for Mapping of MFG for Sourcing Sites
- Evaluation of XS List
- Mapping for MFG for Source ESB and Octopart Requirement for Posting
- Franchised Lines and Trusted Broker's Stock (Clean-up and Importing)
- Entering Single Line Entry (Open Market Offers)

March 1, 2014 – June 16, 2018

PURCHASING OFFICER

Chip 1 Exchange Electronic Components FZCO

- Coordinating with Sales team on every customer requirements
- Sourcing of electronic components to various suppliers within and outside UAE for product comparison
- Create a spreadsheet of all offers received from suppliers and key in all required information to the company trade system
- Determine suppliers and negotiate at the lowest possible cost
- Generate Purchase Orders through the company Trade System and send directly to the suppliers

- Tracking the shipment of all confirmed orders and coordinate with suppliers
- Sending of monthly reports for whole lot buy
- Evaluate, provide Bid Offer, process Purchase Order and track the order
- Re-evaluation of Packing List and Master List of XS Lot PO
- Negotiating with the Suppliers (Pictures Parts/MFG Label /Invoice / Tracking Number / Price)

Jan. 10, 2012 – Feb. 28, 2014

SALES COORDINATOR

- *Chip 1 Exchange Electronic Components FZCO*
- Answering phone calls
- Assist in sourcing of required parts
- Creating sales order
- Coordinating with Purchasing Team for all processed orders
- Follow up, track and monitor customer's orders
- Assist in generating Purchase Orders through the company Trade System and send directly to the suppliers
- Maintain inventory of sales materials
- Evaluate, provide Bid Offer, process Purchase Order and track the order

June 5, 2011 – January 9, 2012

SWITCHBOARD OPERATOR

DUBAI MARINE BEACH RESORT AND SPA

- Answer all incoming calls within three rings and transfer to the appropriate department
- Place outgoing calls in accordance with the procedures and standards outlined in the Switchboard SOP Manual
- To take messages and, if for a guest, make sure it will be delivered to them accordingly
- To report and log all maintenance faults which occur on the hotel's switchboard and telephone system
- To make operator assisted calls for the hotel guests
- To place and meter cash calls for Conference/Banqueting, Business Center and visitors to the hotel and post the charges accordingly
- To call the hotel doctor as requested by guests or the Assistant Manager, and to ensure that these calls are accurately logged
- To be fully conversant with the operation of the hotel's telephone system, and to be able to respond to requests and faults without delay
- To be fully aware of all hotel promotions and daily in-house functions
- To record and set all guest wake up calls as requested and notify Concierge

June 2006 – Jan. 2010

SAVINGS BOOKKEEPER

RURAL BANK OF ALAMINOS, Laguna, Philippines

- Keeps track of financial records for either a business or individual clients of the Rural Bank of Alaminos, Laguna.

May 2004 – June 2006

Teller

RURAL BANK OF ALAMINOS, Laguna, Philippines

- Responsibilities involve recording, receiving, verifying and distributing cash, responsible for bank opening and closing, open new accounts and admits customers to safe deposit and follows teller over and short policy.

Others:

Loan Clerk

Credit Investigator (Micro-Finance)

IT - Assistance to any computer related task

EDUCATIONAL ATTAINMENT

DEGREE	SCHOOL	YEAR
<i>Bachelor of Science in Computer Science</i>	Laguna College San Pablo City, Philippines	2002

PERSONAL INFORMATION

Age:	41
Civil Status:	Married
Date of Birth:	January 26, 1980
Citizenship:	Filipino
Visa Status:	Tourist Visa (Expiry Date: April 7, 2021 – to be extended)