

AILEEN CANALES

PROCUREMENT/PURCHASING/AMAZON RESEARCHER/VIRTUAL ASSISTANT

ABOUT ME

Goal-oriented administrative professional with four years of experience in fast-paced environments. Key strengths include multitasking, problem solving, team player and strong computer proficiency. Seeking to use my expertise in a growing company. Ready to help executives achieve company goals with ease by handling administrative tasks

EXPERIENCE

NOV 2022 - PRESENT

VIRTUAL ASSISTANT- APG BUILD LTD

- Assisting the contracts manager with her daily need like replying and organizing her emails.
- Creating weekly reports for the construction manager
- Gathering data in XERO to make a budget tracker report

FEB 2022 - SEPT 2022

AMAZON FBA VIRTUAL ASSISTANT - COURT STREET OFFICE SUPPLY

- Searching Products in Amazon based on clients criteria using KEEPA, Revseller and AmzScout.
- Checking ROI, Margin and Sales rank in the graph before considering the item for purchase.

DEC 2020 - MAY 2022

PROCUREMENT STAFF AP - CARPARTS.COM

- Preparing plans for the purchase of equipment, services, and supplies.
- Pre-qualify/accredit potential suppliers.
- Prepare purchase orders and ensure compliance with procurement policies, procedures, and approvals.
- Upload invoice in JIRA for payment.

FEB 2020 - OCT 2020

PURCHASING ASSOCIATE - BENBY ENTERPRISES

- Review requisition orders to verify information.
- Negotiate new contracts with existing and new vendors and suppliers.
- Compare prices, specifications and delivery arrangement.
- Identify goods and services needed.
- Check the quality of a sample product before ordering.
- Upload minimum of 15pcs invoices for payment in the system per day.

DEC 2018 - OCT 2019

PURCHASING STAFF - PADLAC CONSTRUCTION

- Maintain strong working relationships with our vendors.
- Compare product deliveries with issued purchase orders and contact vendors when there are discrepancies.
- Create purchase orders for construction supplies.
- Source out new suppliers for price comparison.

EDUCATION

FAR EASTERN UNIVERSITY - DILIMAN
SY 2015-2018

Bachelor of Science in Business
Management Major in Financial
Management

SKILLS

Purchasing and
Procurement

Time Management

Administrative Skills

Problem Solving

Adaptability

Communication Skills

Negotiation Skills

SOFTWARE SKILLS

Sap Asana

Microsoft Office Airtable

Canva Canva

Outlook

Google Drive