



NORBING LIZASO MENDEZ

Riyadh, Kingdom of Saudi Arabia

An organized and detail-oriented, proven efficiency with an ability to adapt and learn new process which will improve my skills and knowledge.

CONTACT

+966 (57) 1905179

buboy0984@gmail.com

EDUCATION

Bachelor in Science & Marine Technology

Catanduanes Institute of Technology

Virac Catanduanes,

Philippines

2002-2003

PERSONAL DATA

DoB : Feb. 9,1984

PoB : Philippines

Age : 40

Height : 5'7"

Civil Status: Single

WORK EXPERIENCE

Administrator

March 2024 – Present

Ejada System Company | Saudi Arabia

- Prepare PR/PO as per project manager requirement on basis of supporting documents and approved budget.
- Process vendor payment upon project manager confirmation and duration of agreed credit terms.
- Monitor existing projects, open PR/PO and vendor invoices.
- Proper coordination with Finance department for vendor invoices.

Junior Sales Coordinator

September 2023 to January 2024

Med Surg Solutions| Saudi Arabia

- Monitor incoming and outgoing deliveries.
- Arrange delivery schedule plan in advance to avoid delays.
- Coordinate with designated person per area for delivery monitoring and updates.

Procurement Support - Secretary

July 2022 to May 2023

Matarat Holdings | Saudi Arabia

- Prepare and handle reports and records.
- Arrange and schedule meetings as needed.
- Proper coordination with other department for smooth process flow.

Procurement Coordinator

July 2016 to May 2022

City Cement Company | Saudi Arabia

- Outsource vendors as per requirement.
- Prepare PR/PO as per requirement on basis of supporting documents and approved budget.

- Process vendor payment upon department manager confirmation and duration of agreed credit terms.
- Monitor existing projects, open PR/PO and vendor invoices.
- Proper coordination with Finance department for vendor invoices.

Purchasing Clerk

July 2011 to March 2016

Obeikan Investment Group | Saudi Arabia

- Outsource vendors as per requirement.
- Prepare PR/PO as per requirement on basis of supporting documents and approved budget.
- Process vendor payment upon department manager confirmation and duration of agreed credit terms.
- Monitor existing projects, open PR/PO and vendor invoices.
- Proper coordination with Finance department for vendor invoices.

Inventory Controller

October 2009 to October 2010

Hidada Steel Company | Saudi Arabia

- Monitor incoming and outgoing materials.
- Prepare daily output report.

Inventory Controller

July 2006 to October 2009

IDS Philippines – Monde Nissin Philippines | Philippines

- Monitor incoming and outgoing materials.
- Prepare daily and monthly report.

Team Leader

December 2002 to June 2006

Markland Logistics & Distribution Corporation – Unilever Philippines | Philippines

- Shift monitoring.
- Monitor KPI individual report.