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IAN RENATO TAROSA DANTES

OBJECTIVE:

To have a challenging and highly motivating job that could provide unlimited growth and development as well as acquire special skills necessary for future advancement to a higher position.

PERSONALITY TRAITS:

- Pro Active & Commitment
- Can handle multiple tasks at a time.
- Goal oriented: results achiever, Meeting deadlines
- Positive Attitude: Creating a positive work environment
- Flexibility and Adaptability
- Responsible, Quick learner, Good Listener

CAREER SUMMARY

- More than 15 years of experience working overseas.
- Experience in purchase activities (Forecasting, Planning & Execution)
- Making sure that the purchasing department works within all the company operation procedure.
- Experience in product costing, supplier evaluation & vendor management
- In-depth knowledge in manufacturing processes
- Problem solving techniques using quality tools

PROFESSIONAL EXPERIENCE:

OPERATIONS MANAGER

Abdulrahman Mubarak

Dahim Al-Dossary

Khobar, K.S.A.

March 01, 2025 to P

PURCHASING OFFICER

VOCO Hotel Al-Khobar

Khobar, K.S.A.

February 12, 2023 to February 17, 2025

PURCHASING OFFICER

ALI BIN AADI GROUP

Riyadh, K.S.A.

June 6, 2021 to August 31, 2022

PURCHASING SUPERVISOR

VOCO Hotel Riyadh.

Riyadh, K.S.A.

September 19, 2019 – June 3, 2021

PURCHASING SUPERVISOR

MOVENPICK Hotel Riyadh.

Riyadh, K.S.A.

October 29, 2013 to September 18, 2019

PURCHASING OFFICER

DANUVE COMPANY LTD.

Riyadh, K.S.A.

March 6, 2007 up to April 15, 2013

Duties & Responsibilities:

- **Purchasing Officer / Supervisor**

- Preparing & releasing of purchase orders.
- Monitor stock availability.
- Obtain quotations negotiate for best price and prompt delivery
- Facilitate and accreditation of new supplier.
- Monitor and address supplier delivery performance.
- Procurement of raw material from national and international market.
- Development of alternative local sources for imported raw materials which helps in cost saving.
- Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
- Liaison with the production department to maintain optimum inventory.
- Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
- Liaison with finance department for timely payment of bills.
- Developing reports on procurement and usage of material for top management.
- Random inspection with suppliers' warehouse to maintain quality and high standard items.
- Updating suppliers record if necessary
- Other purchasing PR procurement work related matters that may rise from time to time.

ADDITIONAL SKILLS:

- Microsoft Office 2000 up to present
- Word/ Excel / One Note / Outlook / Access / Power Point
- Efficient trouble shoots and resolve incident using the management system

PERSONAL BACKGROUND:

Nationality: Filipino

Birthplace: Makati, Metro Manila

Date of Birth: May 31, 1976

Gender: Male

Civil Status: Single

Can Speak: Arabic, English & Tagalog

EDUCATIONAL BACKGROUND:

STI COLLEGE - MAKATI

Computer Programming & Operation
Makati City
1997

PEOPLE'S ELECTRONIC SERVICES

Graduate of: Basic Programming
Pasay City
1993

PASAY CITY EAST HIGH SCHOOL

Secondary Education:
Pasay City
1989 to 1994

I hereby declare that all the statements made in this application are true, complete, and correct to the best of my knowledge and belief

Ian Renato T. Dantes