



MOLINO, MICHAEL BLANQUISCO

Bachelor of Science in Industrial technology, Major in Electronics Engineering Technology
(Magna Cum Laude), State University Graduate Rank No. 1, 14 years combine experience
Outstanding Alumni awardee, Dean’s Lister, Exemplary Performance Awardee

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-  April 19,1990

OBJECTIVE

To be steadfast in the commitment to impart relevant and quality service in every given tasks through best working performance with honesty, integrity and credibility combining the desire to utilize my skills and potentials through hands-on technical training experience and to meet the current and emerging needs of globally competitive skilled workers that soon shall stand strengthen your cohesiveness by being one of your company’s asset.

PROFESSIONAL, BOARD LICENSES

Civil Service License (PD 907)
– Academic Honor Graduate

POSITION APPLIED

(Any of the following):

Senior Procurement Officer/ Purchaser, Procurement Coordinator, Procurement Engineer, anything related to Purchasing and Logistics

Cost Control/Productivity Enhancement Planner/Administrator/Coordinator, Documentation/Data Analyst and Control, Document Controller, Project Control Support/Coordinator, Research/Survey Specialist, Clerical/Staffing-Related jobs, Administration Specialist, Executive Secretary, Project Secretary/Departmental Secretary,

Considerable long number of years (14 years) of mixed, directly practiced experiences in the following jobs & focal assignments as

General Manager Secretary	Document Controller
Data Analyst & Control	Planner
Warehousing and Logistics	Project Cost Control
Production Facilities Officer	Plant Maintenance Engineer
Logistic & Purchasing	
Productivity Enhancement Field task Force officer and administrator	
Senior Procurement Officer and International Overseas Purchaser	

EDUCATION

Batangas State University-JPLPC Campus (JUN 2006 – APR 2010), Graduated
Course: Bachelor of Science in Industrial Technology w/ Dual Training System
Major in Electronics Engineering Technology
GPA: 97/100 (~ 1.2330/1.0)
Awards: Magna Cum Laude (With High Honors) – Batch Rank No. 1, Highest Academic Excellence Award, Outstanding alumni award, SIKAP awardee, University Leadership Award

Christian College of Tanauan (2002 – 2006) (J.V Pagaspas St., Tanauan City)
With Honors, rank 7 and Special Awards: Best in Arts

Natatas Elementary School (1996 – 2002)- Brgy. Natatas Tanauan City, Batangas
With Honors and 2 Special Awards

SKILLS

9/10

Secretarial and clerical job
Administrative and control

9/10

Planning and cost control

10/10

Procurement and purchasing

10 / 10

Analytic, Logical Thinking, Time
Management, Self-Study

9/10

MS Office Tools

8 / 10

Logistics and warehousing

9 / 10

Cost control and planning

10 / 10

Communication, E-mails, verbal

9/10

Documentation, Negotiation & Research

OTHER SKILLS:

- Proficiency in Computer usage (MS publisher, office, presentation, excel). Proven experience as a procurement specialist both in local and international field
- Good knowledge of vendor sourcing practices (researching, evaluating and liaising with vendors)
- Knowledge of sourcing and procurement techniques as well as a dexterity in "reading" the market
- Proficiency in using procurement software and tools like Oracle and ERP
- Knowledge in Basic and Advance Electronics communication, Television system, Industrial and digital electronics, basic electronics instrumentation and Industrial process control, Electro-Pneumatics automation and system management, Microprocessors and computers, and Programmable Logic Controller interface for industrial electronic equipment.
- Solid analytical skills, with the ability to create financial reports and conduct cost analysis
- Talent in negotiations and networking
- Ability to work well in a team and collaborate with various stakeholders and meet tight deadlines.
- Excellent analytical, communication, negotiation, and problem-solving skills.
- Hardworking, fast-learner and well dedicated to task.
-with effective and good decision making and communication skills.

WORK EXPERIENCE

Overseas Procurement Officer (2022-present 2024)
(Local and Overseas procurement)

SRACO COMPANY (SAEED RADDAD GROUP COMPANY)

SRACO HEADQUARTERS Ghurnatah, P.O Box 666g, Dammam 31452, Kingdom of Saudi Arabia

Specialization: Operation and Maintenance and Facility Management

Industry: Construction and Manufacturing, Operation and Maintenance, Oil and Gas, Pharmaceuticals, Facilities Management, Information and Communication Technology, Travel and Tourism, and Manpower Supply.

Other roles: Purchaser, Overseas Procurement-International, Purchasing representative for some exclusive Local categories

Senior Procurement officer and Administrator (2018- 2022)

(2018- Promoted as Senior Procurement officer and Administrator)

(2016- Promoted as Procurement and Purchasing officer)

2015- General Manager Secretary

NESMA United Industries (Formerly NESMA TRADING Co. Ltd)

under division-United Company for Industry and Trade Ltd.

Prince Abdullah St cross 5/6, 31952, Nesma Building, Alkhobar shamaliyah, Kingdom of Saudi Arabia

Specialization: Construction/ Facilities Mngt./ Technical sys/ Steel Build and formworks/ Landscaping/ Industrial Catering/ Banqueting/ Event management/ Business ventures/ Industrial security/ Travel and Tourism

Industry: Trading and supply (Building and Finishing/ Civil and Industrial/Coating and Adhesives/ Furniture Fittings/ Lighting and Furniture/ Solid surface, Boards and Laminates)

Other roles: Purchaser, Document Controller, Customer service analyst, Material specialist, Customs and government saber system specialist, Executive secretary, Purchaser, Al dhow Gulf Contracting procurement officer

Productivity Enhancement Field Task Force Officer (2013-2015)

(2015- Promoted as Productivity Enhancement Field Task Force Coordinator)

(2014- Promoted as Productivity Enhancement Field Task Force Administrator)

Abdullah A.M. Al-Khodari Sons.

NSH Tower, 10th Floor, Dammam AlKhobar Highway, P.O. Box 3589, Alkhobar 31952, Saudi Arabia

Specialization: Building and Infrastructure/ Rail, Roads and Bridges/ Transportation/Operation and Maintenance/ Environmental/ Pipelines, Oil and gas/ Water and Wastewater/ Resorts and Housing/

Industry: Multifaceted General Contracting Company for general high build projects

Other roles: Planner, Project status analyst, Cost control specialist, Project auditor and Quality management officer

JOB TRAININGS & SEMINARS

Warehousing, logistics and receiving

Financial mapping and reporting

Purchase requisition. PO and inventory

Cost analysis and control strategies

ORACLE and ERP BAAN Experience

- Continental Temic Electronics Philippines – Software Engineer trainee (OJT)**
 Light and Industry Science Park II, SEZ, Brgy. Real Calamba, Laguna
 with 600hrs. of training
 (June 15, 2008 – October 15, 2008)

Specialization: IT-Software / Computer

Industry: Automotive

Work Description: Maintained computer hardware/software and monitoring all computers live IT/CCTV. Maintain program updates, installation and re-formatting. Scanner set-up and printer configurations, programming trainee at Lab windows CVI via Germany program.

- AMIS/ ON Semiconductor – Equipment Engineer Trainee (OJT)**
 Lot C3-10, Brgy. Punta, Carmelray Industrial Park 1, SEZ
 with 1,600hrs. of training
 (October 17, 2007 – March 31, 2008)

Specialization: Maintenance Engineering

Industry: Semiconductor / Test Manufacturing

Work Description: Calibration/Set-up/conversion of Test Machine module handler such as Rasco, multi-test etc. Documentation and Planning of scheduled PM, prepares daily report and weekly status report about the machine daily process, errors and output. Performs machine maintenance, repair and electronic board repairs.

Plant Engineer/Maintenance Engineer (2012–2013)

Aikawa Phils. Inc.

Lot 20, First Phil. Industrial Park Brgy. Sta. Anastacia, Sto. Tomas Batangas

Specialization: Engineering – Electrical / Mechanical

Industry: Metal Press and Plastic Injection

Other roles: Production Facilities Line Technical support, Process Engineer

Maintenance Engineer (2010–2012)

Amkor Technology Philippines

KM. 22 East Service Road South Super Highway, Muntinlupa City

2x Sikap award recipient, Extra mile and Perfect Quality Awardee for exemplary performance

Specialization: Engineering – Electronics / Communication

Industry: Semiconductor

Other roles: Process Engineer, Production technical support

WORK EXPERIENCE DUTIES & RESPONSIBILITIES

Job Title: **Overseas Procurement officer**

SRACO COMPANY (2022 – current 2024)

Location: SRACO HEADQUARTERS Ghurnatah, P.O Box 6669, Dammam 31452, Kingdom of Saudi Arabia

Duties & Responsibilities:

- Directly supports General manager on overall procurement related purchase for overseas and local categories.
- Prepares spend analysis report for Directors including inventory analysis, performance evaluation report, material spend analysis, monthly and annual job performances.
- Conduct market research to stay updated with industry trends, new products, and emerging suppliers related to current market trends.
- Seeking business partners and reliable vendors or suppliers (local and international) to provide quality products in Kingdom at reasonable prices. Maintaining strong relationships with suppliers, ensuring timely delivery of goods and resolving any issues that may arise.
- Prepare tools for cost saving, reviewing all historical studies to gain profit by implementing and set procurement procedures at company's favor
- Prepares PO and monitoring transactions from negotiation, deliveries, and payment arrangement ensuring accuracy and adherence to budgetary constraints
- Weekly presentation to Top Management such as progress report, data analysis, project improvement and other factors that is helpful tracking on current operations.
- Collaborate with the finance team to monitor and control procurement expenses, ensuring adherence to budgetary constraints.
- Develop and maintain a comprehensive database of supplier pricing, terms, and performance metrics such as contract agreements. Identify, source, evaluate and negotiate these contracts with potential suppliers/vendors, have comparison study, secure the best prices, quality and delivery terms.
- Conduct regular quality checks to ensure purchased items meet the specified standards with the approval of the receiver to ensure all orders are correct and approved acc to specifications.
- Monitor and track deliveries to ensure timely and accurate receipt of goods.
- Coordinate with suppliers to confirm order details, delivery schedules, and resolve any discrepancies.
- Contribute to the development of procurement policies, procedures, and guidelines to ensure alignment with organizational goals and objectives.
- Track and report key performance indicators related to procurement activities, such as cost savings, supplier performance, and compliance metrics.

WORK EXPERIENCE DUTIES & RESPONSIBILITIES

TRAININGS & SEMINARS

Honing Skills and Ensuring Safety towards success
(March 5, 2010)
@ BSU-JPLPC Quadrangle

Southeast Asian Conference for Children and
Television (Aug. 14, 2009)
@BSU-Gov. Pablo Borbon Memorial School

BINHI 2007, 2008, 2009, 2010
@Municipal Hall of Tanauan City

Grantees' and Scholarship Coordinator's Forum
(March 27, 2009)
@Officer's Club, Air Education and Training
Command, FAB, Lipa City

Responding to the Global challenges of the world
under recession (March 13, 2009)
@Conference room, BSU

TESDA Seminar (March 11, 2009)
Theme: Empowering skilled workers amidst the
global economic crisis
@CIT Campus Quadrangle

Leadership and Team Building (March 8, 2009)
Seminar Theme: Developing potentials among
Student Leaders
@NCR, BSU-JPLPC

On the Job Training Seminar (September 12, 2007)
@BSU-JPLPC Malvar Campus

Safety Engineering Seminar (January 22, 2007)
Theme: Safety in the Industry
@BSU-JPLPC Conference room

People's Patriotic Movement Seminar (September 5,
2006)
Theme: The roots of the Problems in the Philippines.
@BSU-JPLPC University Quadrangle

JOB INTERESTS

*"Learning is a continuous process for
improvement"*

I am a well-rounded Industrial
Technologist equipped with high sense of
values and responsibilities -spearhead by
innovative and extensive knowledge that
re-engineer technological processes.
Indeed, I am very eager to find more
challenging tasks in any field of profession
that will develop and mold me more than I
expected to myself.

- Maintain accurate digital records and documentation of all procurement activities, including contracts, purchase orders, invoices, and supplier information.
- Monitor supplier performance to ensure quality, cost-effectiveness, and adherence to procurement standards.

Job Title: **Senior Procurement officer**

NESMA UNITED INDUSTRIES (Nov 2015 -2022)

Location: Prince Abdullah St cross 5/6, 31952, Nesma Building, Alkhobar shamaliyah,
Kingdom of Saudi Arabia

Duties & Responsibilities:

- Directly supports Operations/General manager on overall procurement assistances and office management.
- Seeking reliable vendors or suppliers (local and international) to provide quality products in Kingdom at reasonable prices.
- Negotiating prices and project contracts with external vendors to secure advantageous terms.
- Provides purchasing planning and control information by collecting, analyzing, and summarizing data and trends.
- Track orders and ensure timely delivery and review quality of delivered products.
- Reviewing technical specifications for raw materials to be imported and determine quantity and timing of deliveries to meet client demands/project requirements.
- Forecasting upcoming demand/stock and maintain inventory levels.
- Prepares purchase orders and requisition as per requirement and provide payment related issuance and negotiations to supplier (LC's/advance payment/credit) throughout vendors in America, Europe, Asia Pacific in general.
- with sales team/client and warehouse.
- Preparing plans for the purchase of equipment, services, and supplies base on contracts and client specifications. Following and enforcing the company's procurement policies and procedures.
- Preparing cost analysis, and top management reports including comparison and evaluating offers from suppliers
- Prepare reports on purchases, including cost analyses and prepare control strategies.
- Perform risk management for supply contracts and agreements
- Excellent communication, organizational, interpersonal and analytic skills.
- Reviewing, comparing, analyzing, and approving products and services to be purchased.
- Stocks monitoring and inventory.
- Managing inventories and maintaining accurate purchase and pricing records.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc. Maintaining good supplier relations and negotiating contracts as per terms of agreement and pricing. Researching and evaluating prospective suppliers and potential vendors.
- Provides pricing/estimation to salesman.
- Monitor and prepares financial report from purchasing-payment and sales including issues related to shipment. Working closely with accounts, warehouse staff and operation manager, ensuring they are managing purchases properly on their end for the supply chain from preparing accounts payables to top management PO approval, supplier product production up to its shipment and assigned freight forwarders and transporter to coordinate with warehouse supervisors to ensure deliveries to client.
- Keep digital files updated and manage online base monitoring for top management tracking of shipment to monitor status and progress.
- Maintain purchase order paperwork and, monitor inventory systems, and ensure communications
- Acts as Document Controller to management's correspondences; develops and maintains effective record keeping system & indexes; maintains proper tracking information of releasing and receiving documents and all types of correspondences.

WORK EXPERIENCE DUTIES & RESPONSIBILITIES

SCHOLASTIC ACHIEVEMENTS

Best in Electronics, March 30, 2010

Best in Thesis, Project Development Study: VOICE ACTIVATED SURVEILLANCE CAMERA, March 30, 2023

Outstanding alumni awardee, Leadership award, March 30, 2010

BS Degree Course: Magna Cum Laude, (1stsem:1.3279, first honor and 2ndsem:1.3333, first honor)

Technician Training Course: with high honors (1stsem:1.4079, first honor and 2ndsem:1.3333, first honor)

Technical Training Course: with high honors (1stsem:1.4688, first honor and 2ndsem:1.2368, first honor)

Vocational Training Course: with high honors (1stsem:1.5370, second honor and 2ndsem:1.4815, first honor)

Batangas State University Dean's Lister and University scholar, From Academic Year 2006-2010

Armed Forces of the Philippines Scholar, From Academic Year (2009-2010)

(DND-CHED-PASUC) Educational Benefit Scholarship Program, From Academic Year (2006-2010)

- **Student Council Officer**, 2007-08, Sgt @ arms, 2009-2010, Vice President
- **Alumni President**, 2010 President
- **Class President**, 2006-2010, President

Job Title: **Productivity Enhancement Field task force Coordinator**
Abdullah A.M. Al-Khodari Sons. –2013-2015

Location: NSH Tower, 10th Floor, Dammam AlKhobar Highway, P.O. Box 3589, Alkhobar 31952, Saudi Arabia

Duties & Responsibilities:

- Skilled in reporting, data visualization/presentation and reports/presentation preparation;
- Performs direct support to company executives (OM, Project Director & GM) on general project, status of shipment, collection, payments and outstanding, bank LC's and customs report status.
- Track and report key functional metrics to reduce expenses and improve effectiveness,
- Documentation and reporting/auditing/evaluating productivity performances of manpower
- Monitoring status of project development and daily progress, enhance and improve team efficiency at workplace, set standards and rules/procedures that provide skills development.
- Provides weekly and monthly status report for top management meeting and reviews.
- Provides trainings and seminars, and schedule adherence, implement management standard working regulations including safety and instructions
- Collaborate communications bet. Management-employee to set procedures that improves work and meet target.
- Excellent communication, organizational, interpersonal and analytic skills.

Job Title: **Plant Engineer/Maintenance Engineer**

Aikawa Phils. Inc. 2012–2013

Location: Lot 20, First Phil. Industrial Park Brgy. Sta. Anastacia, Sto. Tomas Batangas

Duties & Responsibilities:

- Production and Maintenance Engineer of whole press/plastic injection department.
- Facilities technician including Machine repair endorsed by production Technician and Machine preventive maintenance of all Aida press machine, ATM tapping machine, roll feeder, conveyor, riveting, screw and barrel, barreling machine, etc.
- Electrical wiring and termination at panel board
- Fabrication of piping air and water, Compressors and chiller maintenance, air conditioning unit maintenance and repair, and general works.

Job Title: **Maintenance Engineer**

Amkor Technology Philippines – (April 2010 – February 2012)

Location: KM. 22 East Service Road South Super Highway, Muntinlupa City
AWARD: 2x Sikap award recipient, Extra mile and Perfect Quality Awardee for exemplary performance

Duties & Responsibilities:

- Assigned in wire bond machine ASM 339 and JKNS 8028 where 40 machines handled at a time for set-up/ repair/ and conversion to all packages PDIP, SOIC, TSSOP. Etc., Preventive Maintenance, troubleshooting, repair, parameters Time- pressure-force set-up and programing and configurations.

I hereby attest, certify and ensure the credibility, quality and sanctity of all information herein are correct performing the mandates to be vanguard of truth through the best of my knowledge, beliefs, and abilities.