



JEROME AURE BARRIOS

A responsible and self-motivated employee with proven and tested in Purchasing/Procurement roles as I am Purchasing Officer for more than one (1) year in HVAC maintenance and repair industry. Looking for better opportunity and professional growth in a challenging environment in your company.

✉ jeromeabarrios@gmail.com

📞 09092015897

📍 Blk. 7A Lot 12 Lake Taal St. Springville Heights, Molino 7, Bacoor, Cavite

WORK EXPERIENCE

Purchasing Officer

Thermal Aircon Solutions, Corp. (A subsidiary of Thermal Solutions, Inc.)

02/2020 - 07/2020

Muntinlupa City

Achievements/Tasks

- Makes and sends Purchase Orders to our valued suppliers
- Inquires and Purchase Materials as requested for each subsidiaries of the company
- Makes Delivery receipts
- Encodes Purchased Orders and Delivered Receipts to the database
- Research potential suppliers
- Handles Suppliers Accreditation

Purchasing Officer

Thermal Solutions, Inc.

10/2018 - 02/2020

Muntinlupa City

Achievements/Tasks

- Makes and sends Purchase Orders to our valued suppliers
- Inquires and Purchase Materials as requested for each subsidiaries of the company
- Makes Delivery receipts
- Encodes Purchased Orders and Delivered Receipts to the database
- Research potential suppliers
- Handles Suppliers Accreditation

Inside Sales Assistant

ZimmoX International Product Specialists, Inc.

09/2017 - 08/2018

Makati City

Achievements/Tasks

- Acknowledge and receives inquiries of the clients via Email and phone calls
- Makes and sends quotations to clients via Email
- Makes and sends Purchase Orders to supplier via Email
- Makes Sales Invoice and Delivery Receipt
- Encodes Sent Quotations, Sales Status Track and Unserved Purchase Orders to the database

EDUCATION

BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING

Technological University of the Philippines

2013 - 2016

Taguig City

MECHANICAL ENGINEERING TECHNOLOGY

Technological University of the Philippines

2010 - 2013

Taguig City

SKILLS

Proficient in MS Office

Basic AutoCAD

Supplier Negotiation

Customer Service

Documentation

Telemarketing

ACHIEVEMENTS

EARLY BIRD AWARDEE (12/2017)

ZimmoX International Product Specialists Inc.

CERTIFICATES

AutoCAD (72 Hours Training) (11/2016 - 01/2017)

MFI Foundation Inc.

LANGUAGES

Filipino

Native or Bilingual Proficiency

English

Professional Working Proficiency

INTERESTS

Watching News and Current Affairs

Swimming

REFERENCES:

Engr. Pamel C. Dela Cruz

Project Engineer

EPTA Refrigeration Phils.

0908-674-7300

Engr. Jenelyn P. Mana-ay

Mechanical Engineer

Victorian Refrigeration Australasia

0956-793-5469