



**GARING, ELEONOR BANZUELA**

Purok 4 Bgy. Lara, City of San Fernando  
Pampanga 2000, Philippines  
09194853532 / wowieg\_ph@yahoo.com

**Career Objective**

To excel in a new endeavor in a dynamic, fast-paced, modern and high calibrate company

**Personal Strengths**

High ability to simultaneously handle various responsibilities. Keen, observant, a strategic planner and result-oriented person who has vast perception, understanding and willingness in fulfilling hard tasks and last second deadlines.

**Educational Background**

**Bachelor of Science in Business Administration (Major in Marketing )**

Pamantasan ng Makati  
Mayapis cor. Buendia St., Makati City  
Apr 1995 Graduate

**Personal Particulars**

Age :	49 yrs old	Birthday :	January 6, 1974
SSS No. :	33-2906853-9	Height :	5' 1"
TIN No. :	198484008		

**Employment History**

**1. Lightworks Furniture and Fixture Mfg (former Lighthouse Décor Mfg)**

San Fernando, Pampanga  
Oct 2013 – present  
Operations / Proprietress  
--operates and manages a small lighting fixture and décor company

**2. Venzon Mfg Corp.**

San Fernando, Pampanga  
November 2009 – November 2010  
Purchasing & Warehouse Supervisor  
--managed purchasing activity including local and imported raw materials, warehouse operations and inventory control.

**3. Orient Deco Furniture**

124 San Miguel, Betis,  
Guagua, Pampanga  
May 2007- December 2008  
Marketing Officer  
-- communicate w/ buyers, prepare sales orders, job orders and coordinates shipment and delivery of orders, handles shipping docs coordination w/ broker and proper distribution of needed docs to required parties

**4. CADI Office Systems**

2240 Pasong Tamo, Makati City  
Sales Supervisor  
Feb – July 2006  
- Generate leads for the sales group, attend to clients, close sales deals and monitor sales staff re monthly sales input

**5. Far East Furniture Mktg. Corp.**

Marlboro St., Bacolor Pampanga  
Import Coordinator / Purchaser / Shipment Coordinator/ Stockroom Supervisor  
Apr 2003- Dec 2005  
- Handled all import needs of company from establishing communications, sourcing of the best overseas supplier, placing orders based on monitored inventory and necessity of stocks to importing to Philippines via custom bonded warehouse. Also responsible for choosing forwarder to facilitate shipment and overseeing that customs requirement are met especially liquidation process on exporting all imported products. Products imported include fabrics, raw materials for weaving, chair parts & accessories, glass tops, semi-processed handicrafts, etc. Source countries - China, Taiwan, Korea, Taiwan, India, Vietnam, Germany, Italy, etc.)  
-Purchased all local daily production needs. Maintained credible pool of suppliers of raw materials and other supplies  
-Responsible for scheduling of arrival, loading and pull-out of containers for export in warehouse premises in coordination w/ production people. Also facilitated schedule of fumigation and other required treatment prior to dispatching.  
- Responsible for supervising stockroom staff and monitoring stock level of all raw materials & consumables needed for

smooth production operation

- Reported directly to the Chief Executive Officer (owner) and Finance Manager of the company. Also coordinated w/ the R&D Head regarding new items for importation and calculating its landed costs.

#### **6. Far East Furniture Mktg. Corp.**

Marlboro St., Bacolor Pampanga

Purchaser / Shipment Coordinator/ Stock Coordinator

Sep 1999- July 2002

- Obtaining on time shipments. Facilitated discussions with suppliers and in-house production the group schedules, specs and other details concerning shipment and buyers' orders. Arranged deliveries to local buyers and booking facilities for export shipments.
- Handling of local and imported fabric inventory which included planning of stock and order placing (importation)
- Issuance and monitoring of purchase orders to subcontractors and raw material suppliers
- Sourcing of indigenous raw materials for production to obtain cost and quality target of items ordered, also purchased daily needs of production such as hardware, paints, packaging materials, etc.
- Preparation of weekly payroll for subcontractors and production manpower
- Handling of data provision and classification of one sub-company in a network program system (e.g, database creation, new order booking, price assigning, invoicing, etc) while assigned as communicator to our Europe sales office
- Communication with the main office re delivery monitoring, container bookings, loading requirements, kept record and control of returned shipments utilized for other purposes

#### **7. Cancio & Associates, Inc.**

2240 Pasong tamo. Makati City

Purchasing Officer / Inventory Controller / Showroom Supervisor / Dispatch Officer / Collections Officer

Aug 1997 – Sep 1999

##### ***a) Purchasing Officer***

June 1998 – Sep 1999

- Procured and purchased raw materials needed for production, office and some maintenance

##### ***(b) Showroom Supervisor***

- Managed 3 furniture showrooms from inventory, ordering of showroom items, communicating with clients, attending needed seminars and gatherings called by mall administrations and technical depts. Successfully opened last of three showrooms meeting pre-Christmas deadline gaining 40% continues discount on rental fee as incentive in early opening .

##### ***(c) Inventory Controller***

- Monitored all incoming cargoes (import) and outgoing deliveries to clients. Administered & controlled dispatched and returned items.

##### ***(d) Dispatching Supervisor***

- Prepared , administered, assigned work and dispatching schedule to whole delivery staff

##### ***(e) Account Representative***

- Represented unavailable account executives in client meetings, assemblies as requested from time to time most especially to important major and old accounts.

##### ***(f) Credit & Collection Officer***

August 1997 – June 1998

- Eliminated 50% unclosed overdue accounts of 2-3 years old within first month of employment

#### **8. SENCOR Phils.**

Taft Ave., Pasay City

Data Encoder

Apr 1997- July 1997

#### **9. Megastamp Industries**

Maguyam, Cavite

Production Controller

May 1996 – March 1997

- Production Controller - monitor entire activity of production line and responsible in inventory controlling
- Raw Material Controller - developed consistent monthly forecast of material usage and consumption. Responsible in keeping track of materials from handling to production and final delivery.
- Sub-Con Comptroller - monitored raw and processed materials utilized outside for fabrication and final processing. Subcon includes outside stamping, plating, painting.
- Production Clerk (May 1996 – August 1996) - acted as an assistant to Production Manager in monitoring, forecasting and placing outside job orders.

#### **Character References**

Mrs. Lea Sabado  
Accountant  
0998706301

Ms. Anna dela Cruz  
Interior Designer  
09287444936

Emmanuel Quizon  
Manager, Rosem Trucking  
09317095149