

**CHRISTINE PIA D. BAGUIO**

Dubai, UAE

Mobile: +971 55 8571172

Email: piagotive@yahoo.com

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**PROFESSIONAL SUMMARY**

Results-driven professional with 18 years of comprehensive experience in purchasing, logistics, sales, and administrative operations. Proficient at optimizing workflows, managing procurement processes, and enhancing operational efficiency. Strong analytical skills, leadership, and ability to drive cost-effective solutions.

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**CORE COMPETENCIES**

- Procurement & Vendor Management
  - Supply Chain & Logistics Coordination
  - Budgeting & Cost Control
  - Operations & Process Optimization
  - Team Leadership & Supervision
  - Compliance & Regulatory Adherence
  - Inventory & Resource Management
  - Customer Service & Quality Assurance
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**PROFESSIONAL EXPERIENCE****Operations In-charge****Dubai Flowers, Dubai, UAE**

*April 2020 - Present*

- Oversee daily operations, ensuring efficiency and productivity.
- Implement and monitor SOPs for compliance and operational excellence.
- Manage inventory, procurement, and supply chain logistics.
- Supervise teams, assign duties, and set performance targets.
- Optimize costs, improve quality, and enhance customer satisfaction.
- Prepare operational reports and maintain accurate records.

### **Purchasing Officer**

#### **Brothers Gas Bottling & Distribution Co. LLC, Dubai, UAE**

*June 2018 – Jan.2020*

- Researched vendors and negotiated contracts to secure the best pricing.
- Managed procurement processes, inventory tracking, and supplier relations.
- Coordinated with warehouse staff for efficient storage and delivery.
- Ensured adherence to company policies and procurement guidelines.

### **Purchasing Officer**

#### **LIFCO Trading LLC (Group of Companies), Dubai, UAE**

*October 2016 - October 2017*

- Created and maintained inventory records, optimizing stock levels.
- Negotiated supplier contracts and cost-effective procurement solutions.
- Forecasted demand and coordinated with sales teams for future orders.

### **Purchasing & Logistics Officer**

#### **Levante Trading, Dubai, UAE**

*May 2014 - May 2016*

- Managed import/export shipments and logistics documentation.
- Negotiated with suppliers and ensured timely deliveries.
- Monitored sales, procurement, and financial transactions.

### **Administrative Officer**

#### **Gulf Performance Parts, Dubai, UAE**

*April 2013 - April 2014*

- Assisted in administrative operations, HR coordination, and office management.
- Scheduled meetings, prepared reports, and maintained employee records.

### **Administrative Officer**

#### **Ansar Harford Toothpaste Manufacturing LLC, Ajman, UAE**

*January 2008 - March 2013*

- Managed logistics, inventory, and material procurement.
  - Coordinated supplier relations and ensured on-time production scheduling.
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## **EDUCATION**

### **PATTS College of Aeronautics**

Bachelor of Science in Tourism | Graduated: March 2006

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## **TECHNICAL SKILLS**

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
  - ERP & Soho Software
  - Logistics & Inventory Management Tools
  - Data Analysis & Reporting
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## **PERSONAL DETAILS**

- Nationality: Filipino
  - Civil Status: Single
  - Languages: English, Filipino
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