



ROSEMARIE BARTY DELACRUZ

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Personal Statement

Currently working as lead data steward for master data management, logistics assistant with effective coordinating skills, who excels at using proven methods to successfully manage the ever growing customer and product database . An enthusiastic professional with an extensive experience of big data analysis and master data management. Meeting requirements in a minimal processing time.

Highlights

Professional

- Master Data Management
- Data accuracy compliant
- ERP Oracle
- Customer Priority Oversight
- Analytical
- Time management
- Communication skills
- Warehousing, Negotiation, transport/logistic management
- MS–Office, .NET, Java , excel
- Customer management

Work Experience

IFFCO Group – Corrugated Boxes Division, Ajman, U.A.E(Oct 2020 –Present) Role: Data Steward(MDM)/Sales

Coordinator

Key Responsibilities area:

- Ensure new customer codes to be created as per **Oracle / ERP** and business requirements.
- Ensure new product codes are created in ERP keeping technical specifications and cost factors
- Provide full back end support to ERP, sales and new product development department in terms of item code creation.
- Regularly monitor the non-moving, old items. Highlight to sales and supply chain teams about deactivation of non- moving old items. Triggering cycle count analysis for items in phase out stages.
- Create specifications, formulae and recipe for all finished good items in Oracle ERP.
- Coordinated and process customer order efficiently through email and phone communications.
- Ensure data accuracy in both order and invoices Maintaining high standard of precision in all transactions
- Creating and monitoring warehouse information and data in oracle/maintaining tracker file for all delivery local or export
- Identify and process both regular and rush/urgent shipment or need to delivered materials
- Monitoring mail from sales team for delivery schedule, process packing slip, invoice for sales order through oracle, process export shipment, track shipment and insure timely delivery
- Dealing /booking with shipping (vessel) company, coordinate with warehouse for track stocks movement
- Follow FIFO process for stock clearance
- Monitor and maintained stock level according to customer needs ensuring optimal inventory management.
- Preparing quotation, proforma, ensure all sales documentation. Contract and agreement are properly recorded.

Key achievements:

- Achieved a reduction in response time for approvals of new items by **MDM team to 3 hours**
- Contributed to better reporting to **company-MIS**. Designed daily reports for deactivated, phased out and active items

Al Khaleej Plaza Hotel Apartment & Luluat Al Khaleej Hotel(Feb 2019–Oct 2020) Role: Officer in Charge

Key Responsibilities area:

- Executing the day to day processing of accounts payable transaction
- Reconciliation bank account on a day basis
- Monthly analysis of Finance Statement for internal management report
- Maintaining petty cash
- Prepare tourism monthly revenue report
- Housekeeping supervise
- Processing renewal license and handle document for establishment

Key achievements:

- Developed an easy to relate format for daily reporting to the company owner and government agencies (tourism department and cid)

Petco Energy Diesel L.L.C. Al Majaz 3, Sharjah, UAE(Sept 2018 –Feb 2019) Role: Receptionist cum Office Assistant

Key Responsibilities area:

- Organize office and assist associates in ways that optimize procedures
- Schedule and plan meetings and appointments
- Obtain or send information or documents using a computer ,email, or a fax
- Copy, file, and maintain documents records and invoices
- Maintained updated filings for all document such as invoice or all bills.
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AL MAYA SUPERMARKET (July 2014-Sept 2018)

Role:Floor Supervisor

Key Responsibilities:

- Creating roaster/monitoring or overseeing the employee to ensure they are given a appropriate task
- Handle customer queries/complaints
- Supervising the counter and selling area
- In end of duties I am making sure the cash and card transactions are balance

Education:

- Associate in Computer Secretary(2005-2007)

University of Makati – Philippines

Personal Details:

- Passport No P6644663A
- Date of Expiry : 03-04-2028
- Date of Birth : 28th July 1987
- Nationality: Philippines

Declaration:

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

Rosemarie Barty Delacruz