



KYLE RANJIT R. SAUS

ABOUT ME

I have experience in being a government employee, where I developed skills such as communication, teamwork, problem-solving, and knowledge about supply, procurement and inventory. I consider myself a responsible and dedicated worker who always strives to do tasks efficiently. I am eager to learn and grow professionally in and outside of my comfort zone.

EDUCATION

Tertiary: Bachelor of Science in Business Administration major in Marketing Management

Polytechnic University of the Philippines
2015-2019

Secondary: High School


Don Bosco College Canlubang
2011-2015

SKILLS

- Computer Literate (MS Word, MS Excel and MS PowerPoint)
- Good communication skills
- Responsible
- Capable for analyzing and solving problems
- Ability to work under pressure
- Multitasking
- Ability to focus under any circumstances
- Knowledge about the process of Supply & Procurement
- Basic Knowledge about Inventory


LANGUAGES

- Filipino
- English

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 Blk 29 Lot 18 Phase 1 Southville 4, Brgy. Caingin, Santa Rosa, Laguna

EXPERIENCE

 **Job Order/Data Encoder** *February 2020 - October 2022*

Jacobo Z. Gonzales Memorial School of Arts and Trades - TESDA

- Prepare Registry of Workers Assessed and Certified (RWAC)
- Assist the Assessment Focal in preparing assessment documents to be submitted to the Provincial Office
- Maintain 5s and engage in Green TVET Practices
- Prepare other reports

 **Administrative Officer I/Supply Officer** *2022 - Present*

Jacobo Z. Gonzales Memorial School of Arts and Trades - TESDA

Supply and Property Management

- Inventory Control: Maintains and updates accurate records of all accountable supplies, properties, and training equipment (e.g., electronic test instruments and machinery).
- Receiving & Inspection of goods, equipment, products and services delivered
- Issuance of forms
- Custodianship

Procurement Support

- Requisitioning
- Market Research
- Emergency Purchases

Disposal

- Asset Disposal
- Property Clearance

Administrative & Reporting Functions

- Reporting: Prepares periodic reports on inventory status, equipment utilization, and stock status for submission to the School Administrator or the Commission on Audit (COA).
- Logistics Support: Oversees the delivery cycle for both food and non-food items, including coordinating transportation and scheduling pick-ups.
- Compliance: Ensures all supply activities adhere to ISO 9001:2015 requirements and other institutional quality standards

ELIGIBILITY

• **Civil Service Examination** *July 18, 2021*

Professional Level - *Rating: 80.4*