

# ANGEL TABINAS

## PROCUREMENT OFFICER

Sharjah UAE | +971-54-325-8697 | angel.tabinas26@gmail.com

Www.linkedin.com/in/angel-tabinas-405561238

Date of Birth: 14 June 1993 | Visa Status: Resident

### SUMMARY

Detail-oriented and proactive Administrative Professional with over 10 years of experience in office coordination, customer service, purchasing, and IT support. Adept at streamlining processes, managing front-desk operations, and supporting cross-functional teams. Proven ability to handle high-pressure environments with professionalism and efficiency. Currently based in the UAE and seeking new opportunities in administrative or coordination roles.

### WORK EXPERIENCE

#### General Support Services Coordinator

##### Canadian Energy Equipment Manufacturing FZ LLC – Ras Al Khaimah, UAE

June, 2023 - May 2025

- Coordinate front desk operations, visitor handling, and inbound/outbound logistics.
- Liaise between clients and departments to ensure timely communication and task execution.
- Prepare purchase documentation and manage sourcing and payment terms.
- Streamline support services and assist in optimizing the supply chain.
- Admin Assistant

#### IT Help Desk Analyst

##### Cognizant – Taguig, Philippines

September 2020 - May 2023

- Delivered remote technical support via multiple communication channels.
- Troubleshoot hardware/software issues and maintained SLA compliance.
- Supported account setup, configuration, and regular follow-ups for resolution.

#### Customer Service Representative

##### 360training.com – Taguig, Philippines

June 2018 - August 2020

- Handled high-volume customer inquiries in a call center environment.
- Resolved complaints, guided users through systems, and ensured satisfaction.

#### Loan Originator

##### ARB Call Facilities – Taguig, Philippines

January 2015 - May 2018

- Processed and evaluated loan applications, analyzing financial information.
- Advised clients on loan options, approval status, and mortgage inquiries.

## *SKILLS*

- Office & Administrative Support
- Customer Service & Call Center
- Logistics & Procurement Coordination
- Technical Support & Troubleshooting
- SLA Management
- Multitasking & Organizational Skills
- Communication & Client Handling

## *EDUCATION*

**Associate in Computer Technology**  
**Andres Soriano College, Philippines**  
June 2011 - April 2013

## *LANGUAGE AND CERTIFICATION*

**IELTS B2 CERTIFIED (upper intermediate)**  
**Wollongong University Dubai**  
November 2024

**Tagalog (Native)**

## *REFERENCES*

**Available upon request.**