



eygalz@yahoo.com



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Abuyog 6510

EDUCATION

Bachelor of Arts, Political
Science

Abuyog Community College,
Abuyog, Province Of Leyte
May 1997

ERWIN GALZOTE

Senior supply officer

PROFESSIONAL SUMMARY

Supply chain professional with proven track record in managing logistics and inventory systems. Known for optimizing procurement processes and ensuring timely delivery of materials. Valued for team collaboration, adaptability, and achieving results in dynamic environments.

SKILLS

- Supplier negotiation
- Materials planning
- Supplies inventory
- Procurement expertise
- Records management
- Multitasking

WORK HISTORY

July 2022 - Current

National Irrigation Administration (NIA) - Regional Office VIII - Senior Supply Officer, Tacloban City

- Maintained accurate records of all transactions, ensuring transparency and accountability within the department.
- Developed comprehensive reports on inventory levels, enabling better decision-making for replenishment needs.

January 2020 - June 2022

National Irrigation Administration (NIA) - Satellite Office - Collection Representative/Property Custodian, Julita Leyte

Maintained accurate records of all collection activities, ensuring compliance with agency policies and regulations.

February 2013 - January 2020

National Irrigation Administration (NIA) - Satellite Office - Accounting Processor A, Macarthur, Leyte

- Completed payroll for employees and maintained detailed records of procedures.

July 2008 - January 2013

National Irrigation Administration (NIA) - Satellite Office - Senior Accounting Processor B, Macarthur, Leyte

- Tracked expenses to comply with budgets.

January 2006 - June 2008

National Irrigation Administration (NIA) - Regional Office - Senior Accounting Processor B, Tacloban City

- Ensured accurate expense allocation by meticulously coding invoices according to general ledger accounts based on project assignments or departments involved.

July 2004 - December 2005

National Irrigation Administration (NIA) - Satellite Office - Accounting Processor A, Julita, Leyte

- Improved internal controls, implementing new procedures to prevent discrepancies in financial records.