

# Jake Banares Garcia

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**Visa Status:** Transferable Work Visa  
**Availability:** Immediate  
**Driving License:** Valid Qatar Driving License  
**Nationality:** Filipino

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## Professional Summary:

Administrative and Procurement professional with 11+ years of experience in Logistics, vendor management, and operational support. Proven track record in managing procurement processes, service contracts, and logistics coordination for large-scale operations, including international events such as the FIFA World Cup. Skilled in SAP, contract negotiation, and inventory control, with a strong ability to manage multiple priorities in fast-paced environments, and recognized for delivering results under pressure with immediate availability.

## Core Skills

- Procurement & Vendor Management
- Logistics & Operations Coordination
- SAP (ERP System)
- Contract Management
- Inventory & Stock Control
- Administrative Operations (FM)
- Cost Control & Budget Support
- Documentation & Compliance
- Teamwork & Collaboration
- Problem-Solving
- Critical Thinking
- Adaptability & Flexibility

## Work Experience:

### Assistant Manager – Admin & Logistics

*Group Security System CERTIS International, Doha, Qatar*

**Jul 2025 – Feb 2026**

- Supported procurement operations in line with company policies, ensuring smooth purchasing processes
- Coordinated logistics including transport and accommodation for operational teams
- Managed documentation, approvals, and compliance for equipment and materials
- Maintained accurate records to support audits and operational accountability
- Assisted in cost control and purchasing activities to support budget management

### Senior Associate – Admin & Logistics

*Group Security System CERTIS International, Doha, Qatar*

**Jul 2019 – Jun 2025**

- Managed procurement and service contracts using SAP, improving operational efficiency
- Negotiated with vendors to secure competitive pricing and favorable contract terms
- Handled lease agreements, maintenance contracts, and accommodation arrangements
- Coordinated vehicle and equipment leasing, ensuring cost-effective operations
- Developed strong vendor relationships to ensure timely delivery and service quality

### Associate – Admin & Logistics

*Group Security System CERTIS International, Doha, Qatar*

**Jul 2014 – Jun 2019**

- Supported procurement planning and inventory management to maintain optimal stock levels
- Monitored inventory and prepared purchase requests to avoid operational delays
- Maintained organized storage and efficient stock handling processes
- Assisted in daily administrative and logistics operations.

**Sales Executive / Admin**

*Italian Group Trading and Services, Doha, Qatar*

**Aug 2013 – Jun 2014**

- Managed tenancy and accommodation operations, ensuring compliance with lease agreements
- Coordinated maintenance and repairs to maintain property standards
- Supervised workforce attendance and performance
- Built strong relationships with vendors and contractors

**Store Manager**

*Figaro Coffee Company Inc., Philippines*

**Aug 2004 – Mar 2012**

- Managed store operations, sales performance, and profitability
- Controlled costs and monitored financial performance
- Analyzed sales data to improve business performance
- Ensured compliance with company standards and procedures

**Barista**

*Figaro Coffee Company Inc., Philippines*

**Mar 1999 – Aug 2004**

- Delivered high-quality customer service in a fast-paced environment
- Maintained inventory and ensured smooth daily operations
- Supported team efficiency and operational consistency

**Education**

**Automotive Technology** – Asiaeuro Training Center (2024)

**Mechanical Technology** – De La Salle University (1995)

**Marine Transportation (Associate)** – Philippine Maritime Institutes (PMI College) (1998)

**Additional Information**

- Languages: English (Fluent), Tagalog (Native)
- Systems: SAP, MS Excel, Word, PowerPoint