

Dilanie Diacamos, CIPP-CIPM
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Dear Hiring Manager,

With over 12 years of experience in procurement and sourcing, I have developed a strong track record in leading large-scale projects in construction, fit-out, and facilities management, particularly in airport infrastructure. My background includes driving substantial cost savings, optimizing tender processes, and managing supplier performance to ensure seamless project execution.

In my most recent role, I achieved AED 4 million in savings by overseeing complex procurement activities and managing over 1,500 PO line items weekly. My expertise spans global sourcing across the USA, UK, Europe, and GCC markets, with a focus on sectors like oil and gas, energy, and construction. I am adept at collaborating with cross-functional teams to deliver innovative solutions that meet strategic goals.

Currently pursuing an MBA, I aim to further enhance my strategic management skills, with a focus on procurement innovations that drive organizational success. I am excited to bring my skills in project management, contract administration, and supplier negotiation to a dynamic organization where I can make a meaningful impact.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team's success. I am available for an interview at your convenience and can be reached at +971-503521027 or via email at dilaniediacamos@gmail.com.

Sincerely,



DILANIE DIACAMOS

DILANIE DIACAMOS

SOURCING SPECIALIST

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Al Rigga Dubai UAE

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[LinkedIn](#)

PROFILE

Certified Procurement Professional with 12 years of experience in managing large-scale construction and facilities projects, especially in airport infrastructure. Proven track record in sourcing, commercial project management, and contract administration, driving efficiency and significant cost savings. Currently pursuing an MBA to enhance strategic management skills and innovate procurement processes.

WORK EXPERIENCE

2023 - PRESENT
DUBAI AIRPORTS

Sourcing Specialist

- **Category Management:** Collaborate with end-users to manage categories effectively, ensuring alignment with budget goals and project requirements through strategic sourcing.
- **Project Tender Management:** Lead the preparation and coordination of tender documents, facilitating the entire tender process to ensure compliance with organizational objectives.
- **Buyer Role:** Oversee procurement activities, including requisitioning materials, validating vendor quotes, and ensuring timely purchase order (PO) issuance.
- **Supplier Engagement:** Develop and maintain relationships with suppliers, addressing procurement issues and ensuring adherence to quality and performance standards.

GPD INTERNATIONAL TRADING LLC

NOV 2021 - APR 2023

Procurement Manager

- **Team Leadership:** Managed a team of 12 procurement specialists to optimize vendor registrations and purchase order processes.
- **Global Sourcing:** Led sourcing initiatives and coordinated materials procurement for client requirements, including government projects.

EDUCATION

JUL 2024 - present

ABERTAY UNIVERSITY UK

- Master of Business Administration (MBA) with Supply Chain Management

JUNE 2024 - present

FILIPINO INSTITUTE

- Professional Certificate in Logistics

2008 - 2012

UNIVERSITY OF MAKATI

- Computer Science major in Computer Network Administration

CERTIFICATIONS

IPSCMI-USA

- Certified Procurement Professional (CIPP), Certified Procurement Manager (CIPM)
- Certified International Commercial Contracts Manager (CICCM)

CSSC-USA

- Certified White Belt Lean Six Sigma

SKILLS

- Communication & Leadership Skills
- Teamwork and Collaboration
- Analytical and Strategic Sourcing
- ERP Systems, eProcurement
- Category Management
- Tender & Project Tender Mngt
- Buyer (Purchasing & Procurement)
- Software Office Applications
- Market Research Tools
- Reporting and Analytics Tools
- Digital Design and Development

LANGUAGES

- English: Certified Upper Intermediate Proficiency (CEFR B2)
- Tagalog

NOV 2017 - OCT 2021

FLUOR CORPORATION

PROCUREMENT AND LOGISTICS EXPEDITOR

- Managed over 2,500 weekly line items and high-value Purchase Orders, ensuring compliance with procurement strategies and project requirements.
- Collaborated with DHL and Danzas for bulk shipments supporting U.S. military bases in Afghanistan, managing a monthly air freight volume of 500-600 tons.
- Ensured procurement processes adhered to U.S. Federal compliance, overseeing inbound receiving, timely inspection, and reporting of cargo for efficient packaging and export to project sites.
- Worked with over 300 global vendors to enhance supply chain performance and vendor management, contributing to continuous improvement initiatives.

AUG 2015 - AUG 2017

AL NOOR ALAILI TRADING LLC

Procurement Specialist

- Managed global sourcing based on client requirements, overseeing vendor registration and supplier qualification within the oil and gas, energy, and construction sectors.
- Led a team of 4 in supply chain management and purchasing procurement, ensuring efficient operations and timely delivery of goods.
- Conducted market research to identify sourcing opportunities, facilitating vendor registrations, and securing over 1,000 products through global directories and B2B platforms for competitive pricing.
- Streamlined e-procurement processes in eSupply and SAP Ariba, processing over 20 quotations daily and effectively managing RFQs, POs, and vendor communications.

NOV 2012 - JUL 2015

PHILDATA SYSTEMS INC-IBM/FLUOR PH

Deskside Engineer - Procurement & IT Service Delivery

- Delivered technical support for IBM Technology Services, focusing on procurement and deployment of hardware and software for Oil & Gas projects.
- Managed hardware procurement and inventory, utilizing Microsoft Access Stock Control Database to ensure efficient asset management.
- Ensured SLA compliance by tracking assets with Tivoli software and managing service delivery through IBM ISM-Maximo Service Management System.
- Facilitated daily interactions with over 3,000 users, overseeing the procurement and deployment of hardware, including Dell, Lenovo, and HP products.

NOV 2012 - JUL 2015

WRIGELY PH

Data Analyst

M E M B E R S H I P

- Institute of Supply Management (ISM)
- Chartered Institute of Procurement & Supply (CIPS)
- Project Management Institute (PMI)
- The Procurement School Canada

A W A R D S

- Best Public Procurement Project of the Year, Dubai Airport (2024)
- Performance and Manager of the Quarter, GPD (2021)
- Top 3 Deskside Engineer, IBM Philippines (2013)
- Medalist Chess University Athlete (2012)

**T R A I N I N G
C E R T I F I C A T E S**

- CIPS Level 4-Procurement and Supply (Learners Point Academy)
- Procurement and Contracts Management (Blue Ocean Management)
- Operations Management (London School of Business Administration)
- Category Management & Cyber Security (Dubai Airports Corporation)
- OSHA Construction Safety and Health (NYC Construction Safety Training LLC)
- Agile Project Management (Project Management Institute)
- Ethical Procurement (National Association of State Procurement)
- Fundamentals of Infrastructure Procurement (FIDIC)
- ISO 9001:2015 - Quality Management System (International Standard Organization)
- Materials Management & Expediting(Fluor)
- Information Technology Fundamentals(IBM)
- Engaging Stakeholders for Success (CISCO)
- IT for Business Success (HP)
- Deployment Services Competency (DELL)

PROJECTS

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FIT-OUT / CONSTRUCTION

2023 - PRESENT

DUBAI AIRPORTS

- Replacement of existing tiles at DA CA First Class Shower Cubicles
- DFC Break & Build Area Refurbishment
- Upgrade DA Employee Welfare Facilities FS-12
- DA Employee Welfare Project ES Workshop
- S&P Workspace Change
- Supply and Installation of racking/shelving system in T3 Buffer Store
- Upgrade of DXB Employee Welfare Facilities - Phase 2 WP2 Concourses Basements
- New Exit Stair for EK Business Class Lounge in CC
- DA Staff Welfare Phase 1-DWC MFS
- Supply and Installation Personal Occupancy PoDs
- DXB Concourse-C Building Fire Immediate Corrective Actions
- Supply and Installation of Height Adjustable Desks
- T3 Trolley Tunnel Lift Upgrade
- T1 PoD Toilets Modification
- POD - Sunflower Lanyard Collection Desks
- T1 Arrival GDRFA Counter Enhancement
- T2 Customs Gold Lounge
- Female Restroom in DWC Central Stores
- DXB T2 & T3 Check-In Queue Layout Modifications
- Provision of Digital Information screens-Terminals and Concourses_WP2
- Concourse D Brioche Doree Space Rectification
- Upgrade of DXB Employee Welfare Facilities - Phase 2, WP3 CUC2, CUC4, T1 Hall C
- Power requirement for Electric forklift DXB Central Store

IT(BUSINESS TECHNOLOGY)

- Deployment of Attack Surface Management Technology at DA
- Supply and Installation of NextGen Firewalls for SCADA Systems DWC
- Supply of Savox Headsets & Mic AFS DXB
- Xovis devices installations in Dubai Airport terminals
- Security Equipment Supply and Installation (Replacement of 39 CCTV Analog Cameras with IP Cameras in DWC)
- Quest Database Diagnostics Playback for Database Servers

ENGINEERING MAINTENANCE

- Bridge Pot Bearings Rectification Works at DA T1-CD APM
- Baggage Handling System Access Improvements
- PTB Roof Gutter Refurbishment with Waterproofing Works at DWC AMIA
- Refurbishment of Plant Rooms at EK Facilities and AU Facilities