**JUNALYN**

**JUNALYN.332259@2freemail.com**

**Objective** Seeking for a challenging position in Logistics, Administrative and/or Customer Service field where my skills can be enriched and be able to contribute a prompt and unique service to the best of my knowledge.

 **Summary of Qualifications**

* A highly organized and detail-oriented Coordinator with years of experience providing thorough and skillful support to senior officers.
* Working knowledge in SAP – R/3 (Sales & Distribution and Materials Management).
* Working Knowledge in DIMS (Distribution Info. Management System)
* Working Knowledge in WMS (Warehouse Management System)
* Excellent customer service orientation and interpersonal skills.
* Can work under pressure and under minimum supervision; has experienced working with a team but can also develop applications alone.
* Ability to research information, trends and techniques and analyze data to make valid conclusions and recommendation.
* Computer proficiency in Microsoft Office Application (MS Word, Excel and PowerPoint), Windows Applications and Internet Applications.

**Employment History**

March 2013 – September 2016 **Havi Logistics Philippines**

 #40 Sumulong Highway, Marikina City

**Distribution Logistics Department**

**Warehouse Assistant**

* Shall implement, monitor, and conduct product receiving, storage, order selection, loading, off-island and Center operations-related activities.
* Generates, reviews, and issues documents for: product storage activities, order selection activities, loading.
* Generates Delivery Receipt and Sales Invoice through DIMS system.
* Shall assist in development, establishment, and implementation of innovative and cost-reduction projects relative to Center operations.
* Coordinates with different shipping lines and forwarders for sea freight and air freight for off-island stores product delivery.
* Monitors shipment from the point of origin to until destination arrival.

October 2004 – March 2013 **RFM Corporation**

A.Rodriguez Ave. Manggahan, Pasig City

**Distribution Logistics Department**

**Shipping Clerk** (October 2004 – March 2005)

* Prepares a transmittal manifest for all documents i.e. invoice, counter-receipt and ensures that these documents are promptly forwarder, received and acknowledged by the Credit and Collection Department.
* Prepares daily reports namely Freight Cost Monitoring and Rejection of Deliveries.
* Ensures proper filling of documents.

**Dispatch Specialist** (March 2005 to March 2013)

* Responsible for the accurate processing of Sales Order in preparation for Deliveries through SAP.
* Monitors the availability of stocks in order to fill the orders retrieved from the system and informs the inventory analyst of the unserved items, if any.
* Prints the daily list of sales order to determine critical stocks and to be used as basis for preparing the daily service level report.
* Plans the daily dispatch by delivery area based on delivery receipts forwarded by the Billing Clerks and ensures that load forming is within truck optimizations standard of 80%.
* Familiarizes with the customer’s acceptance and document processing procedures and brief the haulers on this aspect in order to prevent rejection of the delivery by the customer.
* Processed Credit memo both good stock returns and bad order coming from our customer.
* Prepares and submits the weekly reports namely: case fill, line fill rate report and order fulfilment rate, status of shipment and b.o. trade returns.
* Prepares and submits the monthly reports namely: Order fulfilment rate, OTD report, Historical data sales for the month, Good and Bad stocks returns, Skewing of orders and Unserved orders.
* Performs other tasks that may be assigned from time to time.

***Administrative duties:***

* Provides administrative and clerical support staff for the logistics department.
* Answers and directs incoming calls.
* Prepares and files all incoming and outgoing documents.
* Handles the preparation of monthly inventory report.
* Prepares the monthly attendance of delivery drivers and helpers.
* Regularly meet with immediate Supervisor to discuss certain concerns and matters pertaining to internal systems and procedures.

**Education** 2000 – 2004 **RIZAL TECHNOLOGICAL UNIVERSITY**

 Boni Avenue, Mandaluyong City

* BSBA Major in Business Management

**Personal** Born on the 16th day of October

 33 years of age

 Roman Catholic

 5’4 in height

 Single

\*References are available upon request.