***Mary Jane*** 
Email Add: maryjane-393261@2freemail.com

***Work Experience***

1. ***June2010- July 15, 2019***

*Retail/Whole Sale- Exclusive Distributor of Pasta, Olive Oil, Tomato Sauce, Seasonings, Teas, Colognes Products from Spain, Italy, Belgium*

***Operations Supervisor***

***Responsible:***

*- Over all monitoring of daily operations of the company such delivery, returns and inventory*

*- Create Budget Planning for Operational Expense for the dept*

*-Monitor operational expense accordingly from delivery expense, disposal, storage etc.*

*-Monitor Entries of staffs in ERP-Navision system such as invoicing, returns, PO, kitbom etc.*

*- Check Order processing for the day- Invoicing or make Order processing if necessary*

*-Check and finalized Delivery Schedule for the day – Truck Routes and drops per day*

*- Maintain Inventory status of every stocks of different products category*

*- Monitor Inventory of which is overstocks and out of stocks in each product category*

*- Check and monitor shipment arrived*

*- Check Return Upon delivery from the clients*

*- Check the reclassified return item from clients- Bad order return specifically from Supermarket*

*- Monitor status of each product category their expiration date*

*- Submit monthly return report*

*- Submit Adjustment report from the warehouse*

*- Attend to Customer’s order thru Phone, SMS, email and downloading of PO*

*- Monitor Expenses and Evaluate with the Yearly Budget*

*-Create Procedures that will enhanced the Operation Efficiency and Effectiveness*

1.

***May 2006- June 2010***

*Retail/Whole Sale- Exclusive Distributor of Pasta, Olive Oil, Tomato Sauce, Seasonings, Teas, Colognes Products from Spain, Italy, Belgium*

***Operations Staff***

***Responsible:***

*- Encode Order Processing or Daily Sales Invoice and Delivery Receipt and documentation for delivery and Whse*

*Document*

*- Schedule and plot delivery for the day according to 2trucks resources and zoning area*

*- Monitor delivery and attend to delivery problem and clients concern*

*- Encode Return Merchandise Receipt*

*- Daily Reclassification of Return Items from the Client*

*- Receive in Fact System Receiving Report from the Shipment*

1. ***Apr 2001 - May 2006***

*Retail / Merchandise- Dept Store*

***Executive Secretary***

***Responsible:***

*- Assist the Store Manager in preparing Reports
- Daily Sales Report
- Monthly Sales Report*

*-Assist the store in activities such as regular monthly sale, spcial sale and promotional events
-Prepare sales status of the store
-Prepare Agenda of regular meeting of the officers
- Prepare Business Review Report
- Answers queries and concerns of the customer thru phone*

 **4.  *Alabang***

 ***Nov2000- Apr2001***

***Responsible:***

*- Assist queries of customer*

*- Assigned in customer service counter to announce promo, sale events, discounts and spiel*

*- Give information to customer regarding promo and sale events*

*- Custodian of customer things that was lost in time of span to retrieved by the owner*

*- Gift wrapping service counter*

*- Assist in Raffle Events of the Store*

***Personal Data***

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| --- | --- |
| *Age:*  | *41* |
| *Date of Birth:*  | *Jul 17, 1978* |
| *Gender:*  | *Female* |
| *Civil Status:*  | *Married* |
| *Height:*  | *152.44 cm* |
| *Weight:*  | *45.45 kg* |
| *Nationality:*  | *Filipino* |
| *Religion:*  | *Bible Baptist Christian* |
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***Educational Attainment***

|  |  |  |
| --- | --- | --- |
|  | ***Highest Education*** | ***Second Highest Education*** |
| *Education Level:*  | *Bachelor's / College Degree* | *High School Diploma* |
| *Education Field:*  | *Computer Science/Information technology* |  |
| *Course:*  | *Computer Science* | *High School Grad* |
| *School/University:*  | *Northwest Samar State University* | *San Policarpo National Highschool* |
| *Location:*  | *Calbayog Samar* | *Calbayog Samar* |
| *Date:* *Education Level:**School/University:**DATE:* | *Jun 1996 - Apr 2000**Master in Industrial Engineering**Rizal Technological University**2nd Sem 2016- Present* | *Jun 1992 - Apr 1996* |
|  | ***Trainings******Date*** | ***Topic/Course Title*** |
|  | *Oct 21, 2013-* *August 2013**March 2*019 | *Effective Warehouse Operations and Inventory controlRMP ConsultancyRMP Training Center RM 204 Languages International* *Effective Discipline Training**Effective Warehouse Operations and Inventory controlAriva Academy* |

***Skills***

*ERP Oriented- Navision System (Accounting and Inventory)*

*Inventory Analysis*

*English Language Proficient*