

EDERLINDA B. GOFREDO



•Manggian Village, Tibungco, Davao City, PHILIPPINES •

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PERSONAL INFORMATION

Date of Birth	:	October 19, 1978			
Age	:	42 years old			
Father's Name	:	Waynebaldo G. Bigol	Occupation	:	Engineering Consultant
Mother's Name	:	Emerlinda T. Bigol	Occupation	:	Deceased
Spouse's Name	:	Dennis S. Gofredo	Occupation	:	Accountant

QUALIFICATIONS

- Experienced accounting professional
- Human Resources and Administrative Functions
- Logistics Management
- Profit oriented, conscientious staff with strong organizational skills.
- Dedicated professional who works until the job is done.
- Well-organized but flexible problem solver who enjoys being challenged.
- Effective team player with strong interpersonal and communication skills.
- Proficient in MS Word, MS Excel, Powerpoint, and proprietary software, such as but not limited to, Jimitron, Quickbooks and SAP.
- Recognized for integrity, dedication, and going the extra mile.

EXPERIENCE

ARCHON SPECIAL MACHINERIES INC.

6 Del Pilar Street, Corner Dacudao Avenue, Barangay 15-B
Poblacion District, Davao City

Position: Logistics Head (September 11, 2017 to present)

- Handles Import Shipment from China for all orders, heavy equipment and truck parts (communicates with the supplier in China)
- Over-all Management of Logistics from Import Shipment up to withdrawals and deliveries to clients

ASIAGLOBAL TECHNOLOGIES, INC.

AGT Building, Km. 8, C.P. Garcia Highway,
Diversion Road, Cabantian, Davao City

Position : Assistant Manager – Administration and Logistics (January 29 to July 20, 2016)

Supervise Customer Service Function

- Based on CSS KPI

Human Resources & Administrative Functions

- Over-all Management of HR Functions
 - Hiring & Dismissal Proceedings
 - 201 File Management
 - Monthly Performance Report
- Office Logistics
 - Prepares quarterly budget for office supplies

- Monitors availability of Office Business Forms, and recommends re-purchase based on a 60 days threshold
- Administration of Assets
 - Office & Infrastructure
 - IT Equipment
 - FF&E
 - Service Tools
 - Company Vehicles
 - Rental Fleet Personnel Administration
- Payroll Management and Disbursement
 - DTR Compliance
 - HR Policies on Attendance
 - Payroll Preparation and Disbursement
 - Preparation of Quarterly and Year End Incentives
- Insurance / Health Care Management
 - Personnel Accident Insurance / Group Life Insurance
 - Rental Fleet Floater Insurance
 - Company Vehicle Comprehensive Insurance & Annual Registration
 - Office Fire Insurance
 - Annual Physical Exam Schedule

Supply Chain Management

- Lead Liason with Foreign Suppliers
 - Order Management (Ordering, Shipping, Order Tracking, Customs clearing & delivery)
 - Payment processing (Bank payment processing)
 - Supplier Relationship management (Advisory, Travel Arrangements for Foreign Suppliers)
- Logistics Management
 - Update of Freight Rates for Parts and Equipment

Compliance Management

- Review all Financial Disbursement to comply with company policies
- Compliance and Lead Liason to Government Agencies
 - Bureau of Customs
 - City Government / Business Bureau
 - Securities & Exchange Commission
- Government Accreditation
 - Annual Renewal of Business Permit
 - SEC Compliance (GIS)

VNT TRADE AND SUPPLY, INC. (FLYING V)

Insular Oil Compound, Sasa, Davao City

Position : Logistics Supervisor (August 6, 2015-December 6, 2015)

Strategically plan and manage logistics; transportation of petroleum products

- Keep track of all tanker units through GPS monitoring system ensuring all drivers are taking the correct and efficient routes and the products are delivered on a timely basis.
- Plot orders and their deliveries; issues Delivery Receipts.
- Monitor deliveries 24/7 including pick-up clients.
- Supervises, coach and train logistics workforce.

- Oversee the repair and maintenance of all tankers.
- Send in daily and weekly reports on delivery performance and summary, any issues and concerns, among others.

AMIGO LOGISTICS CORPORATION (October 2013 to October 2014)

Km. 20, Tibungco, Davao City

A La Filipina Uy Gongco Group of Companies

Position : Operations Manager – Warehouse Section for Mindanao, Philippines
and Transportation Manager for Mindanao, Philippines

Operations Manager – Warehouse Section

Responsible for ensuring proper handling, movement, and safety of raw materials, finished products, supplies, and other commodities essential to the company's operations in strict compliance with established Standard Operating Procedures, Good Manufacturing Practices, company policies, procedures, Core Values, and regulatory requirements.

- Managed the warehouse operations in Mindanao areas (Davao City, Cagayan de Oro City , General Santos City and Zamboanga City).
- Prepares warehouse space availability.
- Control stock distributions.
- Created policies and procedures in warehousing.
- Prepared monthly inventory report in all Mindanao branches and submit same to the board and executives.
- Ensures the stock delivered on a real time.
- Oversee the proper handling storage, and movement of all commodities and supplies under scope of responsibility
- Ensure the safety and ideal inventory levels of all commodities and supplies under scope of responsibility
- Identify trends and make suggestions to improve and enhance performance and operation
- Coordinate with the Planning Division for the warehouse storage assignments and the incoming and outgoing movement of cargo
- Monitor and review inventory reports and month end inventory reconciliation reports. Provide input and recommendations if needed.
- Plan all required storage spaces, equipment and personnel needed for the arrival of all commodities and supplies under scope of responsibility.
- Ensure effective logistic programs and activities to minimize, if not totally eliminate, unnecessary downtimes and delays.
- Oversee supply chain functions that keep products and associated data moving in both directions from the supplier, through the organization and to the customer.

Transportation Manager

- Direct activities related to dispatching, routing and transportation vehicles.
- Plan, organize and manage the work of subordinate staff to ensure that the work is accomplish in a manner consistent with organizational requirements.
- Ensures that shipments and or deliveries are handled quickly, safely and within budget constraints.
- Resolve shipment and delivery errors and handle customer complains.
- Scheduling and tracking deliveries of orders to clients.
- Monitor trucks turn around.
- Makes tariff rates depending on the kilometer distance area of destination.

- Plans, coordinates and supervises the administration of the process of receiving sales orders and the conversion into picking orders.
- Plans delivery by organizing truck loads and routing schedules.
- Coordinates delivery and track pick-up with the customer and sales department.
- Oversees the preparation of delivery documents for truckers.

LAFILIPINA UY GONGCO CORPORATION (August 1999 – September 2013)

Km. 20, Tibungco, Davao City

Position : Accounting Staff (August 1999 – September 2005)

- Responsible for processing of company's Accounts Payable.
- Prepares check vouchers, checks and payments for company's payables.
- Responsible for the Accounts Receivables of the company.
- Follow-up clients for the collection of company's Accounts Receivables.
- Handles petty cash disbursements
- Prepares Sales and Charge Invoices
- Prepares Debit and Credit Memos for adjustments.

Position : Logistics Coordinator (October 2005 – September 2013)

- Responsible for overall market distributions of the company's Agricultural products and Fertilizers
- Responsible for the planning and dispatching of third party haulers for the deliveries of company's stocks such as Fertilizers, US Soya and other Agricultural products.
- Provided logistical support for Davao City and Cagayan de Oro Warehouses.
- Managed the warehouse operations and ensure the space availability for the incoming stock.
- Negotiated and managed stock distributions to Customers.
- Responsible for the requisition and stock allocations for the warehouses of the company.
- Managed the monitoring team for the dispatched haulers and to ensure that stocks are delivered on a real time in accordance with the customer's specifications.
- Managed stock inventories, ensuring availability of stocks for customers.
- Prepares Warehouse Stock Balance reports
- Prepares stock variance reports.

EDUCATION

COLLEGE

BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING

Ateneo de Davao University (1995 – 1999)

SECONDARY

Assumption College of Davao (1991 – 1995)

ELEMENTARY

Assumption College of Davao (1985 – 1991)

**TRAININGS/
SEMINARS**

MARKETING STRATEGY SEMINAR

Hansen

February 16-19, 2011

LA FILIPINA UY GONGCO CORPORATION

Lot 2 & 3, Block 1, B.V. Romeo Boulevard

Manila Harbour Centre, Vitas, Tondo Manila

AMIGO LOGISTICS CORPORATION

Training – Logistics Scorecards

February 2014

Lot 2 & 3, Block 1, B.V. Romeo Boulevard

Manila Harbour Centre, Vitas, Tondo Manila

**CHARACTER
REFERENCE**

FRANCO LUDWIG A. LOPEZ

Sales Director

LA FILIPINA UY GONGCO CORPORATION

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HASLILFONY A. CALUMBA

Accounts Payable In-charge

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EVELYN P. VALERIO

Proprietress

3LRSJ Trucking Services

NHA Buhangin, Davao City

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