



PEÑAFUERTE, AUBREY MAE C.

PROFILE

Computer Skills
Time Management
Attention to Detail
Adaptability

PERSONAL DETAILS

Address

5612 NT Garcia St. San Dionisio
Parañaque City

CONTACT

 aubreymaecamacho@yahoo.com

 09190982954

WORK EXPERIENCE

● Warehouse Clerk

AFREIGHT PHILS INC

Feb 2019 - Mar 2021

Recording all incoming and outgoing balikbayan boxes
Reports any discrepancy to Supervisor for validation/ resolution
Update logs and documentation for inventory processing
Monthly report of NS Log (Incoming/Outgoing)
File important documents needed in warehouse operations.

● Fleet Tracker / GPS Monitoring

PERRY'S FUEL DISTRIBUTION INC

Feb 2018 - Jan 2019

To monitor vehicle locations and drivers' habits
To make journey plan and alternate route of the drivers
To assist dispatch on generating the odometer reading of the drivers in the system
Provide updated scorecard tracking Ensure accurate and timely status information is updated in appropriate tracking system
Establish and maintain positive and professional working relationships with drivers, sales / supervisors and clients.

● DO/POD Specialist and Back up in IRL (Incidents & Reverse Logistics)

KINTETSU WORLD EXPRESS PHILIPPINES INC

June 2017 - Feb 2018

DO/POD:

Create delivery receipt/ delivery order for every delivery transaction using Logistics Management and Information System (LOGMI)
Ensures accurate details and information upon creation of Delivery Order form and make sure the completeness of documents (Delivery Note and Packing List)
Assist to check if the returned delivery document is complete and duly signed by the consignee
Close all POD and ensure the accuracy of the details input for the confirmed delivery order in LOGMI
Make sure to send Generate Text File in the LOGMI and confirmation that the shipment reference was successfully dropped from HP Spoke/Seeburger
Ensure all docs for the day were received within the next working day
Make follow-ups for the remaining unreturned documents from the Trucker c/o Trucking Specialist.
Responsible to ensure the POD docs are complete, send segregated copy to submit to Billing Team and scan copy of full sets of delivery documents

IRL:

Receive back loaded units from customers and file a claim for replacement box or label
Managing and monitoring all types of physical returns release in the IRL System
Arrange pick up with partner/customer within 3 business days after receipt of reverse order
Check and report discrepancies and unusual physical condition of picked-up goods
Ensures accurate details and information upon closing of e-claims
Provide customs invoice for international shipments
Return product on to the appropriate HP returns/disposition centre within a timely manner.

● Operations Assistant

PHILIPPINE INSULATION CO INC

Feb 2016 - May 2017

Performs administrative, reconciliation and customer service duties
Work with clients by answering their queries and giving account updates
Review merchandise and fill customer orders
Record keeping, and reconciling bank accounts and arranging the deliveries.

EDUCATION

● Bachelor of Science in Information Technology

OLIVAREZ COLLEGE

2011-2015

REFERENCES

Airra Paras - Transport Assistant (AFREIGHT PHILS INC)

Jonel Ballescas - Documentation Assistant (AFREIGHT PHILS INC)

Marcial Rosales - Warehouse Assistant (AFREIGHT PHILS. INC)