



**ADONIS IAN I. SUBANG**

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I am a seasoned worker with leadership and managing skills related to development work. My skills were honed thru various experiences logistics and warehouse. Experiences include: Assistant Warehouse Manager, Finish Goods Manager, Production Supervisor, fast-paced environment with minimum supervision, works well under pressure and delivers timely results. Can easily get along with people and able to work Receiving Team Leader, Logistics Coordinator, and Process Engineer. Able to work in a well in culturally mixed environment.

**Work Experience:**

**Adsia Logistics Inc.** ( December 16, 2020 – June 14, 2021)

Industry: Third party service provider of NutriAsia Inc.

Type: FMCG

Products: Manufactures condiments such as Datu puti, Silver Swan, UFC, Mang Tomas, and Golden Fiesta.

Address: Maguikay, Mandaue City, Cebu

- **Position: Operations Manager**

- Warehouse Management, Inventory Planning, Vendor Management, Process Improvement, Strategic Planning, Data Analytics, People Development
- Managing overall warehouse activities such as but not limited to operations processes design, planning and control, performance improvement and operations strategies.
- Implement the right processes and practices across the organization.
- Formulating strategy, improving performance, procuring material and resources
- Securing company-wide process compliance.
- Average daily inbound/outbound of finished goods: 50,000 cases
- Average monthly demand plan: 1M cases

- Number of SKU's:372
- Manages 100 employees on 2 shifts 24hrs work schedule
- Area of expertise:
  - Receiving and storage of finished goods
  - Deliveries directly to customers and depots.
  - Oversee bundling operations for certain products.

**GlobalWear Manufacturing Inc.-Central Warehouse** (July 1, 2005 – October 04, 2020)

Industry: Garment Manufacturing ( Export )

Products: Adidas, Lulu lemon, New Balance, Saucony, Under Armour.

Address: MEPZ-1, Brgy Ibo, Lapu-lapu City

**Section: Raw Material Warehouse** ( June 1, 2019 - October 04, 2020 )

- **Position: Assistant Warehouse Manager**
  - Manages centralize storage for Raw materials for 6 Factories
  - Manages 200 Employees, 4 Supervisors
  - Maintains 8 reach tracks, 3 forklifts, 5 Delivery vehicles
  - Manages a Warehouse Capacity of 8,000 cbm or 2 million yards of fabrics
  - Manages a Warehouse with a lot size of 15,000 sq meters
- **Area of expertise**
  - Receiving of Raw Materials
  - Dispatching of Raw Materials to 6 factories
  - Preventive maintenance of Vehicles and Heavy Equipment's
- **Responsibilities includes**
  - Forecast weekly and monthly container arrival and ensure unloading and inspection of materials are with-in timeline otherwise make action plan to coup up with productions daily demand.
  - Oversee the receiving and unloading process for inbound shipments of raw materials and ensure staffing levels are adequate and avoid demurrage charges.
  - Oversee inspection of raw materials and ensure standard procedure is followed.
  - Resolving complain from production for lacking yardage, damages fabrics, and wrong arrivals.
  - Regularly checks production schedule against materials ETA and ensure can catch lead time and inform concerned parties for any delay of arrival and provide action plan.
  - Regularly communicates with brokers and forwarders for status of materials
  - Regularly have coaching sessions with warehouse supervisors and team leaders.
  - Oversee dispatching of raw materials on regular basis and ensure can meet KPI
  - Regularly contacts Maintenance Provider for repairs of Heavy Equipment's and vehicles and ensure periodic maintenance is observed.
  - Deputize as Warehouse Manager when required

**Section: Finished Goods Warehouse** ( January 01, 2015 – May 31, 2019 )

- **Position: Assistant Warehouse Manager**
  - Manages Centralize storage for Finished Goods from 6 Factories
  - Manages 70-80 employees, 1 Supervisor
  - Maintains fleet of Delivery vehicles, reach track and forklifts
  - Handles warehouse with a capacity of 5,000 cbm which receives 2000 to 5000 boxes daily.
- Areas of Expertise
  - Logistics and warehousing Management
  - Budget and inventory Control
  - Receiving, Storage and Dispatching of Finished Goods to 3PL and forwarders
- Responsibilities includes
  - Makes Monthly forecast for which PO's under LCL and FCL and maximize use of containerize shipment whichever is advantageous.
  - Monitor and maintain proper inventory records of the movement of goods in and out of the Finished Goods warehouse.
  - Works with management team to use historical data, trend analysis and capacity forecast to assure staffing levels are adequate and ensure warehouse is with-in storage capacity.
  - Communicates with Shipping Manager for shipping documents, and Production managers for the cut-off of PO's and sets priorities.
  - Communicates regularly with forwarders, brokers and 3<sup>rd</sup> Party logistics for cut-off of deliveries, consolidation and other concerns related to shipments.
  - Scheduling, consolidation and routing plan of dispatch vehicles finished goods were delivered to forwarders on time.
  - Regularly checks and inform concerned parties for Finished Goods with special packaging and updated barcode stickers and ensure can comply prior to shipment date. Ensure packing standards of Finished Goods were observed based on customers standard.
  - Ensures Full container load were at least 90% utilize.
  - Monitors receiving, storage, and dispatching of Finished Goods to forwarder warehouse and airport.
  - Manages manpower and Regularly check attendance and ensure to rebalance manpower if needed.

**Section: Finished Goods Warehouse** (June 01, 2011 – December 31, 2014)

- **Position: Warehouse Supervisor**
  - Handles 3 Team leaders and 40 Warehouse Assistants
- Area of expertise
  - Receiving and storage of finished goods
  - Team oversight and Task facilitator
  - Scheduling and manpower management
  - Preventive maintenance of Heavy equipment's

- Responsibilities includes
  - Directly supervises receiving and storage of finished goods
  - Makes regular roving to ensure safe working conditions and orderliness of the warehouse.
  - Routing plan of vehicles inbound ensure finished goods were timely picked up, accurately received and segregated, discrepancy is reported immediately, and accurately stored to its assigned bin location.
  - Regularly have inventory of Finished Goods and ensure to have them completed prior to shipment date.
  - Spearhead advance preparation of Finished Goods for dispatched and ensure to achieve s:100% KPI.
  - Identify process inefficiencies and make recommendations
  - Implementor of 6S, HSE and CTPAT compliance

**Section: Production Line** ( January 01, 2010 – May 30, 2011 )

- **Position: Production Supervisor**
  - Handles 60-100 employees
- **Area of Expertise**
  - Production Scheduling and planning
  - Inventory
  - Co-implementor of Kaizen methods and Lean methodologies
- **Responsibilities includes:**
  - Monitors daily output and set goals to ensure Hourly production output can meet the set deadline.
  - Motivates and inspire line leaders and operators to achieve goals and target of the day.
  - Makes regular meeting with line leaders and operators for updates of day to day operation,
  - Makes production plan and check Production schedule on regular basis.
  - Sets preproduction meeting regularly to ensure challenges ahead are discussed and planned.
  - Regularly checks shipment schedule and ensure Purchase Orders that were prioritize were close on time.
  - Check daily attendance and make necessary rebalancing of manpower in case of absences
  - Regularly make and send production status report to Production Manager

**Section: Finished Goods Warehouse** ( January 01, 2007 – December 31, 2009 )

- **Position: Receiving Team Leader**
  - Leads 15 assistants, including 3 drivers, and maintains 2 forklifts, 2 six wheeler van.
  - Average daily arrival of finished goods=2,000-3000 Boxes
- **Areas of expertise**
  - Pick up scheduling ( inbound )

- Accurate receiving
- Ensure received Finished goods were on good condition
- Responsibilities includes
  - Ensures received finished goods have correct markings, barcode stickers, and carton dimensions comply with customers standards.
  - Makes a vehicle routing plan to ensure timely pick up of finished goods in 6 factories
  - Communicates and make receiving report to factories on hourly and monthly basis and ensure any discrepancies will be settled.

**Section: Finished Goods Warehouse** ( March 01, 2006 – December 31, 2006 )

- **Position: Logistics Coordinator**
- Responsibilities includes
  - Encodes received goods and handling other data-related task.
  - Constant communication with factories for Receiving discrepancies and damage boxes.
  - Follow ups production lines for shipments by sending shipment status regularly.
  - Makes monthly liquidation of delivery expenses
  - Makes consolidated monthly request for corrugated boxes needed by production.

**Section: Production Line** ( July 01, 2005 – February 28, 2006 )

- **Position: Process Engineer**
- Areas of expertise
  - Continuous Process improvement
  - Quality Assurance
  - Production Standards and Procedure compliance
- Responsibilities Includes
  - Conducts Takt time monitoring of the sewing line and makes plan to improve output
  - Identify efficiency bottlenecks
  - Co-Implementor of Kaizen method and Lean methodologies
  - Conducts hourly roving and stand-up meeting with production associates to ensure smooth flow of production process

**Training and Seminar Attended:**

- **Safety and Proper Operation Seminar**  
 Nichiyu Electric Forklift  
 Nichiyu Asialift Phils., Inc.  
 Feb. 14, 2013
- **Intregrated Management System**  
 (ISO 14001:2015 & ISO 45001:2018)  
 Internal Audit  
 TUV Rheinland Philippines, Inc.

March 12-14, 2019

- **Security Awareness Program**  
SCI Philippines  
August 24, 2011
- **LEAN Basic Training Week 1-3**  
SINTEX-Cebu, Philippines  
Aug. 27, 2005
- **Preventing Theft and Fraud in Warehousing Operation**  
Philippine Institute for Supply Management  
October 6, 2017

#### **Education:**

- **Bachelor of Science in Computer Engineering**
- Southwestern University – Cebu City  
SY: 2000 – 2005

#### **Personal data:**

- Birth date: August 7, 1982
- Birthplace: Sogod Southern Leyte
- Civil status: Married
- Nationality: Filipino

#### **Character Reference:**

- **Gea B. Lias**
  - HR Coordinator
  - Adsia Logistics Inc.
  - Contact Number: 09619315989
- **Gelyn M. Nenti**
  - HR Manager
  - Globalwear Manufacturing Inc
  - Contact Number: 09176387365
- **William Clare**
  - Shipping Manager
  - Globalwear Manufacturing Inc
  - Contact Number: 09176381779

