

LEAH MASAGCA

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PROFESSIONAL PROFILE:

- **6 Years solid foundation in Supply Chain, Procurement, Order to Cash Management and product management – Supply Chain Management, Sales Distribution, Order Fulfillment, Inventory Management, Source to Pay End to End Process, Billing.**
 - Outstanding ability to develop familiarity with new procedures and services and adapt to new atmosphere, teamwork & commitment.
 - Ability to lead a global group and team.
 - **Knowledgeable in SAP and ERP system, SAP TM, Outlook, EXCEL, Power Point, Dynamics, Salesforce.**
 - **Expert in Data order entry and management, Procurement, Supply chain coordination, process documentations, logistics coordinator and freight sales distribution, preparing of shipping documents, commercial specialist, accounts transition, process implementation and improvement, credit report and variance analysis, customer service, account and product management**
 - 2 years of experience with Logistics/Shipping/Scheduling
 - Proficient in production and sale data reporting
 - Client/Vendor Relations
 - Multi-Tasking
 - Working Under Pressure
 - Working with Sense of Urgency and Accountability
 - Resilient, patient and risk taker who is open to different work, practices and cultures.
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WORK EXPERIENCE:

GLOBAL SUPPLY CHAIN EXPERT – February 2021 – present
JTI GBS Philippines, McKinley West, Fort Bonifacio, Taguig City

CORE RESPONSIBILITY

- Coordinate the phase-in and phase-out of the portfolio for designated markets / customers.
- Maintain the Master Data (customer/material master).
- Apply the in-place demand change process regarding production requirement changes in order to ensure accurate information is provided to the manufacturing locations.
- Process Sales and Purchase Orders within SAP ECC/APO and ensure all parameters are correct and executed in a timely manner in order to ensure accurate order output.
- Ensure continuous supply and manage shipments of JTI products and minimize write-offs based on the customer's requirements in collaboration with factories, suppliers, freight forwarders, carriers and warehouses resulting in order fulfilment.

- Process the shipments in the Transportation Module as per standard processes and monitor the delivery of the agreed quantity of goods to the final destination timely (E2E process).
- Liaise with the forwarders/carriers for transport document establishment.
- Establish SAP documentation such as order confirmation, proforma invoices, packing list, export invoices, issuance of credit and debit memos, authorization request as per Company policies etc.
- Establish non-SAP documentations such as certificate of origin, freshness certificate as well as ensuring certification and legalization as per markets or customers' requirements etc. in order to ensure that relative documentation is properly issued and provided in time to the recipient for the customs clearance and billing/accounting purposes.
- Ensure own back up materials is kept up to date, monitor hand over business activities prior planned absences, handle back up as per agreed scope and in order to manage the business continuity.
- React swiftly to any business changes: taxation change; regulation, embargo etc.
- Analyze business impact, investigate and propose potential solutions and work on resolution / improvement.
- Support queries/questions from the internal & external auditors.
- Review and comment J-SOX reports embedded in the Company's O2C, P2P and Inventory Management mega processes related to
- Supply Chain/Logistics Support processes, as defined in the J-SOX Controls Framework for JTI to ensure JSOX compliance requirements.
- Create company service-related purchase orders as recorded.
- Ensure goods receipts (GR) are posted accurately and timely upon confirmation of service.
- Support other departments on Vendor's payment by identifying and solving potential issues: billing entity, quantity, currency, cost of service invoiced.
- Collaborate with Finance for any related to Accounts Receivable/Accounts Payable matters and month /quarter/year end closing.
- Check and approve or reject the release of blocked invoice documents from 3rd party/Interco suppliers.
- Support monthly and quarterly exercise for GR/IR clearing and take corrective action to minimize unbalanced PO's.
- Manage related communication with appropriate functions/management

SUPPLY CHAIN SPECIALIST – June 2018 - February 2021
BHP Shared Services Philippines, BGC, Taguig City

CORE RESPONSIBILITY

- Accurate and timely processing of Scheduling requests
- Core Scheduling process including negotiation of laycan schedules, monthly/quarterly shipment scheduling encoding, monitoring of shipments port queue/schedule.
- Monitor actual performance against schedules and capture, record and report non adherence to the schedules to the operational management team.
- Provide monthly analysis of production to the management team.

- Liaise with appropriate departments to understand their needs and provide advice regarding contract execution, railing of materials from mine site to loading, as well as port requirements.

FREIGHT OPERATIONS (Bulk and Container)

- Responsible in processing Freight Invoices – Initial and Final Invoices, Final Disbursement Agreement for Bulk; Sea Freight and other charges for Container.
- Freight Differential Computation; FOB/CFR Laytime encoding;
- Responsible for investigation of all invoices forwarded to make sure that there's no duplicate charges. • Responsible in giving the liners reports of payments and invoice status.

MARKETING PROCESS

- Updating of the event dated as per request of the Commercial Operators.
- Issuance of invoices – Estimated, Provisional, Final Invoice, Sundry Debit/Credit
- Issuance of Certificates – required for shipping sample Certificate of Weight; Certificate of Origin as well as the Financial Documents for Letter of Credit to be presented to the bank.
- Responsible for Assay Management: data entry on the system and issuance of the certificate.

EDUCATION:

ATENEO DE MANILA GRADUATE SCHOOL OF BUSINESS 2011, Rockwell, Makati City
Undergraduate - Masters in Entrepreneurship

SAN SEBASTIAN COLLEGE RECOLETOS - 2005, CM Recto, Manila
BS Commerce Major in Business Management