



# Jovy Jean A. Pingkian, MBA

Address: Pungsod Lawaan III Talisay City Cebu

Email Address: [jeanx.cutie@gmail.com](mailto:jeanx.cutie@gmail.com)

Mobile Number: 0928-0251-637/0991-533-3448

## ABOUT ME

Age: 31  
B-day: August 13, 1990  
Sex: Female  
B-Place: Pob.6 Midsayap Cotabato  
Civil Status: Married  
Citizenship: Filipino  
Religion: Roman Catholic  
Permanent: Cogon, Dumanjug, Cebu

## SKILLS

- Proficient in Microsoft Office and Internet
- SAP
- Capable of independent correspondence
- Good communicator
- Ability to deal well with people
- Effective learning abilities-Quick Learner
- Able to work efficiently and organized

## CHARACTER REFERENCE

**Noli P. Vista**  
Operations Manager

Coca-Cola Beverages Philippines Inc.

Cell#: 09190879209

**Garry Z. Marañon**

Warehouse Supervisor

Coca-Cola Beverages Philippines Inc.

Cell#: 09190877388

## CAREER OBJECTIVE

To obtain a position in a professional office environment where my skills are valued and can

## WORK EXPERIENCE

### Flex Claims Officer

**Pacific Prime CXA- October 2021-Present**

- Claims Adjudication
- Process Claims Benefit(Employee Payroll)

### Warehouse Supervisor OIC

**Coca-Cola Beverages Philippines Inc- February 2014-October 2021**

- Oversee and Coordinate Warehouse Activities Daily.
- Managing Inventory levels in Warehouse.
- Supervising warehouse personnel including our third-party personnel
- Securing the warehouse.
- Ensure FEFO process.
- Warehouse Cleaning and Organize.
- Good Warehouse Practices.
- Ensure efficient delivery of goods to our customer.
- Maintaining smooth operation in warehouse and in delivery.
- Ensuring proper storage must strictly implement to avoid any damages or inventory losses.

### Warehouse Clerk-Inventory Management Specialist

**Coca-Cola Beverages Philippines Inc - March 2014-February 2021**

- Oversee all the activities in the warehouse especially the movement of stocks.
- Ensuring no inventory losses during inventory count.
- Monitoring of stocks through daily, weekly, and monthly inventory count.
- Monitor SOTEX/ALEX product.
- Maintain updated and accurate records of inventory in actual vs in system.
- Responsible in stocks request or replenishment for any critical stocks in warehouse.
- Assisting Audits

### Accounting Clerk/Vault Custodian

**Gemmary Pawnshop and Jewellery Inc.**

**December 2012-December 2013**

- Maintaining the General Ledger in our branch.
- Reviewing/Preparing of financial reports.
- Performs reconciliation of accounts
- Compute Net income, expenses, and profit of the branch
- Monitoring the jewelry and cash in vaults, conduct physical inventory and safe keeping of items.

**April 2009-October 2012**

-Assist Medical Technology student during their laboratory, prepare laboratory apparatus, chemicals, and other equipment and devices used in their laboratory.

-Assist student during enrolment ensure their records must properly file in a folder.

-Encode and print their examination.

## **EDUCATIONAL BACKGROUND**

Postgraduate:       **Master's in Business Administration**  
Southwestern University  
Villa Aznar, Urgello Street, Cebu City

Tertiary:           **Bachelor of Science in Business Administration**  
**Major in Operations Management**  
Southwestern University  
Villa Aznar, Urgello Street, Cebu City

## **EDUCATIONAL AND CAREER**

EDUCATION: **Cum Laude**-Southwestern University 2012

CAREER:           **Honor Graduate Eligible**-Civil Service Commission  
**Certified Lean Six Sigma Yellow Belt**-Coca Cola

## **SEMINARS ATTENDED**

- Logistics School
- BOSCH
- KORE Training
- PSP Training
- Customer Relationship Training
- Good Warehousing Practices Training
- First Aid Training
- Leadership 101 Training