

# JOHN CAÑADA

## Warehouse & Inventory

📍 Naga, Philippines  
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## SUMMARY

An experienced and highly motivated leader accustomed to working under pressure and using own initiative. Possesses a strong understanding of logistics operations and inventory. Looking for opportunities that offer professional advancement.

## WORK EXPERIENCE

September 2018-Current

### LOGISTICS OPERATION OFFICER

🏢 Apo Cement Corporation  
📍 Cebu City, Philippines

- Co-ordinate, assign and review the work of clerks engaged in the following duties: shipping, receiving, storing, distributing and maintaining inventories of materials, parts and products; processing purchasing transactions; coordinating production work; dispatching crews; scheduling transportation crews and routes; and other related activities
- Plan, organize and oversee operational logistics of the organization, establish work schedules and procedures, resolve work-related issues, prepare and submit progress and other reports and co-ordinate activities with other supply-chain work units or departments
- Train workers in job duties, safety procedures and company policies
- Requisition supplies and materials
- May perform the same duties as workers supervised.

September 2015-September 2018

### Warehouse & Inventory

🏢 PertServ Inc., (Apo Cement Corp.)  
📍 Naga, Philippines

- Plan, organize and oversee operational logistics of the organization, establish work schedules and procedures, resolve work-related issues, prepare and submit progress and other reports and co-ordinate activities with other supply-chain work units or departments
- Train workers in job duties, safety procedures and company policies
- Requisition supplies and materials
- Direct and advise staff engaged in providing records management, security, finance, purchasing, human resources or other administrative services
- Prepare reports and briefs for management committees evaluating administrative services

## EDUCATION

2010-2014

### Bachelor of Science in Information Technology

- 🏠 Professional Academy of the Philippines
- 📍 Naga, Philippines

The Bachelor of Science in Information Technology (BSIT) program is a four-year degree program which focuses on the study of computer utilization and computer software to plan, install, customize, operate, manage, administer and maintain information technology infrastructure.

## SKILLS

Logistics   Scheduling   Purchasing   Inventory   Lockout/Tagout   Safety Procedures   Dispatching  
Human Resources   Shipping   Operations   Machine Safety   Safety Training   Records Management  
Problem-Solving   Team Player   Excellent Communication Skills

## CERTIFICATIONS

### DIGITAL CONFIRMATION & TRANSPORTATION MANAGEMENT USER SYSTEM END-USER TRAINING PROGRAM

K. K. Safety Training & Consultancy Services November 13 - 21, 2021

Apo Training Center March 25-26, 2019

### BASIC OCCUPATIONAL SAFETY & HEALTH

CEMEX November 12-13, 2019

MODULE 1: FOUNDATION

## LANGUAGES

English - Intermediate