

JHAYSON Q. GARCIA

✉ Rockattack2330@gmail.com 📞 (0995) 080 3784 📍 San Juan City, Metro Manila, Philippines

PROFILE

A results-oriented logistics professional with a proven track record of effectively managing transportation, inventory, and distribution operations. Strong communication skills and the ability to collaborate with cross-functional teams to ensure the timely delivery of products and services. Skilled in analyzing data and identifying opportunities for process improvement to drive cost savings and increase efficiency.

PROFESSIONAL EXPERIENCE

DELIVERY RIDER

GRAB FOOD

2017 – PRESENT | Philippines

- Receiving delivery orders via mobile application.
- Picking up food orders from designated restaurants or stores.
- Ensuring that the food orders are correct and packaged appropriately for transportation.
- Using a motorcycle or bicycle to deliver the food orders to the customers' designated locations.
- Ensuring that the food orders are delivered on time and to the correct customers.
- Collecting payment, if necessary, and handling any customer queries or concerns.

DELIVERY RIDER

Quantum Solutions

Oct 2017 – Feb 2020
Mandaluyong City, Philippines

- Delivering packages, food or other items to customers on time.
- Ensuring that the items are handled with care and delivered in the condition they were picked up in.
- Planning delivery routes efficiently to ensure timely delivery and avoid delays.
- Keeping accurate records of deliveries and pickups made during the day.
- Communicating with customers to ensure that they are aware of any delays or issues with their deliveries.
- Maintaining the delivery vehicle, ensuring it is clean and in good working condition.

PURCHASER/MESSENGER

J. O. Builders

Oct.2015 — May. 2017
San Juan City, Philippines

- Purchase and delivery of construction materials to the site.
- Organize and maintain inventory of supplies and materials.
- Communicate with suppliers to ensure timely delivery of materials.
- Delivery of documents to clients and suppliers.
- Coordination with the project manager regarding materials needed.
- Keeping track of expenses and ensuring purchases are within budget.

BILLER

I.D.C.S.I.

Dec. 2013 — Oct.25, 2014
Mandaluyong City, Philippines

- In charge of billing logistics
- Generate invoices and ensure accurate billing of clients.
- Communicate with clients regarding billing inquiries and concerns.
- Review billing and payment records to ensure accuracy and completeness.
- Provide regular updates to the finance team regarding billing and collections.
- Prepare reports on billing and collections activities.
- Work with other departments to resolve billing disputes and discrepancies.

COMPUTER OPERATOR

Medical for LTO Drivers' License

Nov. 2012 — June 2013
Quezon City, Philippines

- Assistant of Head Doctor
- Provided technical support to users and assist with software and hardware issues.
- Monitored system performance and troubleshoot issues as they arise.
- Maintained accurate records of system maintenance and repair.
- Backup and restore data to ensure data security.
- Trained new employees on company software and computer systems.
- Recommended system upgrades and improvements to management.

COLLECTOR

Advance Credit Corporation

Sept. 5, 2011— Sept. 5, 2012

Nueva Ecija, Philippines

- In charge of marketing thru lending and collecting weekly/daily fees
- Collected weekly/daily fees from clients.
- Provided excellent customer service to clients and address any concerns or issues.
- Managed loan disbursement and ensure timely payment by clients.
- Maintained accurate records of loan disbursement and payment.
- Monitored payment histories of clients and follow up on late payments.
- Recommended changes to policies and procedures to improve loan collection efficiency.

MERCHANDISER

Puregold Agora

Nov. 2009 — Mar. 2010

San Juan City, Philippines

- Arranged and displayed fruits and vegetables in an attractive manner
- Monitored and managed inventory levels and product quality
- Communicated with suppliers and vendors to ensure timely delivery and availability of products
- Implemented pricing strategies and promotions to increase sales
- Provided customer service and assistance in selecting products
- Conducted regular audits to ensure compliance with company policies and procedures

SKILLS

- Strong communication and interpersonal skills to liaise with internal and external stakeholders
- Ability to analyze data and make informed decisions to optimize supply chain performance
- Knowledge of transportation regulations and compliance requirements
- Proficiency in using logistics software and technology to manage inventory and track shipments
- Detail-oriented and organized, with excellent time-management skills
- Ability to multitask and prioritize tasks to meet tight deadlines
- Collaborative and team-oriented, with experience working in cross-functional teams
- Strong problem-solving skills, with the ability to troubleshoot and resolve issues quickly and effectively
- Customer-focused, with a commitment to delivering high-quality service
- Flexibility and adaptability to adjust to changing business needs and priorities
- Continuous improvement mindset, with a focus on identifying opportunities for process optimization and cost savings.

EDUCATION

Bachelor of Science Major in Computer Science

General De Jesus College

Poblacion, Nueva Ecija

High School

General De Jesus College

Poblacion, San Isidro Nueva Ecija