

**Randrew Elcano Mendiola**

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**Summary**

Skilled Warehouse Supervisor with over 12 years experienced in Supply Chain, handling the entire process of Warehousing environment. Handled Raw, Packaging materials and Finished Goods and experienced in Production Planning and inventory control. Educated in WMS such as SAP, Oracle-netsuite, Exigo, Noa, Daxa inventory, Experienced in effective running of inventories and deliveries. Leading by example with a positive and dedicated work ethic. Demonstrating flexibility any given tasks or assignments to help the company.

**PROFESSIONAL BACKGROUND****Warehouse Supervisor  
New Image International  
May 2018-Present**

- Overseeing Logistics and Warehouse operation of 3 Philippine Branches and 7 distribution Centers in Philippines
- Checking Inbound Manifests (AANZFTA, COO, Packing list, Airway Bill)
- Updating ERP System for received and stock mapping.
- Ensuring FEFO to reduce business overheads from wastage and cost associated with returns.
- Planning and scheduling delivery and replenishment for Distribution Centers, Branches and Customers
- Ensuring 80-90% warehouse utilization
- Analyzing delivery load for accurate truck request based on the order volume
- Consolidating stock take reports of Branches and Distribution Centers
- Submitting report to Operation Manager in New Zealand Head office for the inventory movement
- Requesting replenishment of product with below safety stock level.
- Submitting Product forecast based on the projected sales movement and promos.
- Recommending promotional items for product booster
- Coordinating Buyer/procurement officer for the Local order replenishment
- Resolving issues in 3pl's provider by creating corrective and preventive action.
- Coordinating Regulatory Specialist for the Certificate of product registration renewal
- Coordinating to International Market Support in New Zealand for any System concern
- Submitting report (MOR- IRA, ORDER FULFILLMENT REPORT, VENDOR REPORT, WAREHOUSE AND LOGISTICS EXPENSE REPORT, CYCLE COUNT and STOCK TAKES)

**Raw Materials and Packaging Materials Logistics Supervisor  
Personal Collection Direct Selling Inc  
Supply Chain Division**

### ***December 2014- April 2018***

- Ensured dispatching of all raw and packing materials on time and in full of corresponding proper and complete documents for transfer to TPMs
- Finished on time & in full submission of reports vs agreed timelines.
- Provided daily inventory such as SOH and load manifest report to production planning
- Utilized the warehouse properly by using all pallets, racks based on the location mapping
- Secured all Raw and Packaging Material personnel and materials from any danger inside the warehouse daily.
- Monitored Received Delivery of Raw, Packaging Materials from Third Party Manufacturer
- Immersed all RMPM warehouse personnel to trainings deemed by top management necessary for employee development.
- Reviewed the performance of all RMPM warehouse personnel based on their respective KRAs & KPIs
- Scheduled Manpower shifting
- Requested Materials needed in Warehouse, (CAPEX, PR)
- Coordinated Suppliers for the Repair of Company owned equipment (Electric Reach Truck, and Hand pallets)
- Managed 34 warehouse personnel -(12 RM Warehouseman, 12 PM Warehouseman, 2 Forklift Operator, 5 Re-work Warehouse personnel, 1 Inbound checker, 2 Outbound checker)
- Submitted Monthly Operations Review
- Accomplished accurate inventory - system inventory is equal to actual physical stocks and book record. Less than 3 months period 67-98.2% . Managed the Warehouse based Demand Requirement. 100% delivery adherence, Delivery efficiency, Managed 98% on time system approval Netsuite and order fulfillment

### **Finished Goods Warehouse Operations Supervisor – simultaneous position.**

#### ***Finished Goods Warehouse- Supply Chain Division***

#### ***Special project December 2014- October 2015 (10 months) with DHL (Third Party Logistics provider)***

- Planned strategically and manage finished goods warehouse, Premiums and Apparels are picked within the set lead-time.
- Accomplished an accurate inventory - system inventory equal to actual physical stocks and book record. (Less than 3 months period reconciled 48-100% IRA)
- Managed inbound and outbound stock movement of finished goods warehouse operation
- Produced and store action plan, which supports the company's strategic objectives by using initiative to take corrective measures as needed.
- Ensured on time & in full submission of reports vs agreed timelines.
- Monitored all kind of relevant store functions and transitions are properly recorded in the Accounting System.
- Ensured adherence to GWP (Good Warehousing Practices)
- Ensured continuous implementation of facilities monitoring checklist.
- Monitored all facilities being used in warehouse operations.
- Monitored actual expenses are within the approved budget.
- Performed the approval of processing orders, organizing the dispatch and delivery of finished goods and ensuring that finished goods are stored safely
- Reviewed the performance of all warehouse operations personnel based on their respective KRAs & KPIs
- Reconciled Inventory Using 3 WMS system (Netsuite, SAP, Daxa)
- Supervised and trained finished goods warehouse team. Handled 24 warehouse personnel. (2Custodian, 1DocumentController, 1Receiving Clerk,1 Forklift Operator, 19 Warehouseman)

- Submitted Monthly Operations review.

**Production Planning and Inventory Control Sup. TPM Coordinator**

***Production Planning and Inventory Control- Supply Management Division***

***January 2013-November 2014 (1 year and 10 months)***

- Planned Manufacturing order based on the Demand requirements
- Analyzed Machine capacity and downtime. Ensured the Optimization of Machine productivity
- Scheduled production process according to planned time, route, quantity • Analyzed Material Requirements and Resource Planning based on the Demand
- Submitted procurement plan to Purchasing Department.
- Ensured adequate levels of Raw and Packaging Materials for production and finished goods
- Consolidated of Bulk Inventory report
- Coordinated request of Materials of TPM
- Monitored of Bulk Replenishment Calendar for RMPM Direct delivery
- Checked TPMs actual delivery received of RMPM.
- Checked of Manufacturing Order Monitoring
- Ensured the delivery of RMPM and FG to TPMs/Main warehouse.
- Planned and analyzed Bill of Material for MO execution based on Production requirement
- Planned delivery of RMPM to Third Party Manufacturer
- Analyzed production Plan Base on MRP and SOH
- Ensured delivery of Finished Goods from Third party manufacturer to Depot
- Ensured All MOs executed were delivered based on delivery requirements.
- Reviewed and fulfilled all Manufacturing Order Liquidated by Production planning assistant
- Coordinated Physical Actual Count from TPM warehouses

***Stock Controller***

***Aire Temp Technologies Incorporated***

***August 2010 to December 2012 (2years and 4 months)***

- Produced/worked audits for product operational tasks
- Planned necessary actions for maintaining inventory record accuracy.
- Checked stock levels regularly
- Completed the required paperwork when ordering stock
- Updated stock information on the computer system
- Compared items received against items ordered
- Implemented in improving processes and procedures
- Compiled daily reports and addressing inventory discrepancies
- Maintained records of pricing, purchases and other relevant information
- Performed random checks and audits

**SKILLS**

- Advanced in Excel Spreadsheet
- Advanced in NETSUITE System Oracle
- Advanced in SAP System
- Advanced in Exigo System
- Intermediate in MS-Visio
- Knows how to Operate Electric reach Truck.
- Knowledge in Basic Trouble shooting (Hardware/Software)
- Intermediate in DAXA System
- Basic Knowledge in basic AutoCAD

- Microsoft Office Package: Microsoft Excel, Microsoft Word, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express

## **EDUCATIONAL BACKGROUND**

2005 - 2010 NEW ERA UNIVERSITY  
9 Central Ave, New Era, Quezon City, 1107 Metro Manila  
Bachelor of Science in Industrial Engineering

2000-2004 ROOSEVELT COLLEGE CUBAO  
10th Avenue, Cubao, Quezon City  
Secondary

1994-2000 DONA JOSEFA E MARCOS ELEMENTARY SCHOOL  
18TH Avenue, Cubao, Quezon City  
Elementary

## **TRAINING ACHIEVEMENT**

BOSH1  
May 2023  
Occupational Safety and Health Training  
REU13-DOLE-Butuan City

Philippine Institute for Supply Management  
March 2016  
Fundamental of Warehousing Operations  
Unit 2502-C East Tower Philippine Stock Exchange Centre, Pasig City, Philippines

Personal Collection Direct Selling Inc  
July 2014  
Supply Chain Management Basic Education  
Personal Collection Direct Selling Inc. Bldg C Old Zabarte road, Camarin, Caloocan City

Aire Temp Technologies Incorporated  
HVAC Training Certificate  
August 2010  
Aire Temp Technologies Incorporated – 854 Panay Quezon City

## **PRODUCT CHECKER / AUDITOR (360 hrs)**

May to August 2009  
Rustans Supermarket  
Rustan's, Katipunan Branch

## **PERSONAL DATA**

Birthdate: November 18, 1987 Age: 35

Birthplace: San Juan, Metro Manila

Province: Lubao, Pampanga

Marital Status: Married

Citizenship: Filipino

Religion: Iglesia Ni Cristo

Height: 5'9

Weight: 171 lbs

Own transport: Yes

English Level: Fluent

Driver's license: Yes

Filipino Level: Fluent

Interests: Basketball

## **REFERENCES**

Name /Job Title /Contact Details

Evar Domingo- RMPM Warehouse Operation Manager SCD- PCDSI 09175766304

Roan Bosito- Research and Development Head Derm Clinic - 09454128823

Romer Taysa Receiving Assistant-Splash - 09777065351

Edwin Benavidez- ITConsultant-Fujitsu Philippines 09175880682/09153849306