

# ARABE, JAN ANDRE

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## OBJECTIVE

- ✚ Energetic individual with almost 5 years of experience working in a Food Production, Technical Services, Food Production Area Projects and Improvements, and Supervisory position, seeking to apply team-oriented skills, strong analytical skills, detail oriented, and ability to multi-task.

## SUMMARY OF QUALIFICATIONS

- Has sufficient knowledge in the field of Production in Food Manufacturing (Cheese and Butter Margarine)
- Proficient with Microsoft Office: Word, Excel, PowerPoint, Outlook, Teams
- Knowledge in production Software. SAP ERP, Ariba Step-Up (Purchasing), Batch code Management
- Can handle deadline pressure.
- Can adjust to a specific job role to company's demand.
- Can work alone or in a team effectively and can easily adapt to the work environment.
- Eager to learn new skills and willing to be trained upon work routine.
- Has strong interpersonal skills, punctual, patient, pleasant manner and energetic.

## WORK EXPERIENCE

Job Title : **Technical Assistant**  
Company : San Miguel Corporation Food Processing Inc.  
Address : 100 E.Rodriguez Jr. (C5 road) Barangay Ugong Pasig City / Magnolia Inc. plant  
Duration : October 2019 - Present

### Duties and Responsibilities:

- Responsible for all production related reports (Key Performance Indicators)
- Assure to provide daily production reports (volume achievement, manning, kg/mhr, absenteeism, productivity, capacity)
- Responsible for all production related monitoring (volume achievement, kg/mhr, absenteeism, conformance to plan, machine downtime and other production related matters (daily, weekly, monthly)
- Providing top management technical services, clerical and administrative support with the use of IE tools
- Responsible for monitoring and ordering production supplies, materials, and equipment. Ensuring availability of what are the needs of production for a smooth weekly run
- Responsible for monitoring of machines (Cooker and Filling lines) maintenance schedule (SAP based)
- Responsible for all production related billings (Monthly production volumes, reimbursements, monitor revenues)
- Oversee production operations and set up manning when supervisor is not present
- Act as an Industrial Engineer, conduct time study and process improvement initiatives aligned with Client's IE (Magnolia Inc.)
- Responsible for Production Data Management (Validation of Production Log Sheets)
- Responsible for Projects Initiative and Continuous Improvement for Production Area (Batching, Filling and End packing lines)
- Responsible, handle and relieves material and SAP controllers to oversee SAP transactions for production (End to End)
- Responsible for all Government mandated permits/statutory requirements and other licenses for certain certifying body

Job Title : **Material Planner**  
Company : Magnolia Inc.  
Address : Governor's Drive Barangay San Francisco General Trias Cavite  
Duration : May 2019 – October 2019

### Duties and Responsibilities:

- Responsible for assuring production they have packaging and raw materials to use
- Monitor daily movement of packaging and raw materials with reference to weekly production plan.
- Monitor days level and inventory of packaging and raw materials
- Prepare weekly delivery schedule of packaging and raw materials with reference to production plan

- Monitor daily deliveries of packaging and raw materials from suppliers.
- Prepare monthly Buy Plan of packaging and raw materials.
- Attend meetings with suppliers and inter department
- Adherence to “No PO, No Delivery”

Job Title : **Business Development Associate**  
 Company : KMC Mag Solutions Inc.  
 Address : Salcedo Village Makati City  
 Duration : August 2018- March 2019

**Duties and Responsibilities:**

- Thought leadership – Provide feedback and suggestions on how to improve general BD processes and operational efficiency to further client expansion and overall organizational growth
- Database administration – Utilize our CRM to support general BD functions; analyze existing Salesforce processes, suggest improvements, and help with back-end reconfiguration
- Campaign management – Manage end-to-end lifecycle of BD campaigns for one or multiple Managing Directors in the U.S.; oversee everything from campaign strategy and lead generation to execution and post-campaign analysis

Job Title : **Sales Agent**  
 Company : Carwin Motors  
 Address : Bicutan Paranaque City  
 Duration : March 2017- December 2018

**Duties and Responsibilities:**

- Selling cars through process of bidding from banks

**EDUCATIONAL HIGHLIGHTS**

Tertiary : **Bachelor of Science in Industrial Engineering**  
 De La Salle University Dasmariñas, A.Y. 2011-2018

Secondary : Immaculate Heart of Mary College, Parañaque  
 A.Y. 2007-2011

**Jan Andre M. Arabe**  
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