



ANCELI CASTRO BENITO

Seeking a position in a reputed organization where I can learn new skills, expand my knowledge and leverage my learnings.



WORK EXPERIENCE

Sep 2022 – Present

Inventory Analyst - Freelance

[Montrichard Group H.K.](#)

- A. Analyze inventory item status rotation: coordinate supply chain team/NPD/Brand managers, set action plan for non-moving and slow-moving materials.
- B. Document inventory discrepancies, analyze reasons and take further actions.
- C. Coordinate with warehouse and supervise the inventory adjustments, instruct warehouse on a quarterly basis stock count for high turning items and on demand for specific items.
- D. Placing vendor purchase order based on material demand.

Jun 2018 – Sep 2022

Production Engineer/Production Supervisor

[Timex Philippines Inc., Lapu Lapu City](#)

Overseeing the assigned production lines, support the development and production of new products (Job Management). Responsible in establishing, documenting, sustaining, maintaining and improving the process and yield for the assembly operations (Process Controls). Ensures that the production plans are achieved to quality standards, On time and in full within the cost objectives (Product Quality).

Production Job Management:

- A. Develops and installs manned capacity and plans that meet the production schedules on time and in full.
- B. Facilitates the hiring, training and development and coaching of assigned production employees-based production line and assigned area needs.
- C. Ensures that production workers perform operations to standard work instructions, labor time standards, routing and efficiency targets of assigned production lines.
- D. Monitors and controls production material scrap and loss.
- E. Oversees the production operations required to manufacture and complete new products parts and assembles and providing feedback on production status in a timely manner.
- F. Involve in the budgeting process for the department and find ways to reduce costs where possible.
- G. Leads and facilitates teams in initiating and implementing approved continuous improvement projects to support saving targets.
- H. Manage and control WIP direct and indirect materials in accordance to the inventory control standards.
- I. Ensures key performance metrics are recorded in required systems and updated visual factory information to help track and drive performance.

PERSONAL

Name

Anceli C. Benito

Address

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Phone Number

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Email

Thengbenito@gmail.com

Date of Birth

Feb 02, 1995

Place of Birth

Manila City

Gender

Female

Nationality

Filipino

Marital Status

Single

Sep 2016 – Jun 2018

Business Process Analyst

Treasure Island Industrial Corp, Mandaue City

Assist senior management to drive the strategy execution through designing new business models; streamlining and re-engineering existing business processes and providing support to change management.



EDUCATION AND QUALIFICATIONS

Jun 2010 – May 2016

Bachelor of Science in Industrial Engineering

Cebu Technological University-Main Campus, Cebu City

Optimization of complex process, systems, or organizations by developing, improving and implementing integrated systems of people, money, knowledge, information and equipment.



REFERENCES

Teradyne Philippines, LTD.

Carlito Coralde
Hardware Engineer
09770325950

Teradyne Philippines, LTD.

Raquel Dinaga Danlag
Production Supervisor
raqueldinaga1608@gmail.com

Timex Philippines Inc.

Vincent Quiñones
Former Production Manager
09109974260



SKILLS

Microsoft Tools Application	★ ★ ★ ★ ★
Basic AutoCAD Application	★ ★ ★ ★ ★
Oracle Application	★ ★ ★ ★ ★
Google Application	★ ★ ★ ★ ★
Leadership and communication	★ ★ ★ ★ ★