

JAY-R GADIA LUCAS

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📍 Sto. Tomas, Batangas, Philippines

Highly organized and goal-driven Operation Manager with experience in managing the overall business operations. Dedicated to creating a positive work environment. Committed to achieving operational excellence. Seeking to bring to your organization enthusiasm, dedication, responsibility, and good work ethic combined with a desire to utilize my skills obtained through experience in the following areas.

Work History

Operation Manager

Aug. 2021 - Present

Quest Master Distribution Inc. (Exclusive Globe Telecoms Distributor)
Mezzanine Office – Unit 1A, LCI Plant, Brgy. Makiling Calamba City, Laguna, Philippines

Operation Manager

May 2021 – Aug. 2021

Force Central Field Dist. Inc. (Century Products (CPFI))
Mezzanine Office – Unit 1A, LCI Plant, Brgy. Makiling Calamba City, Laguna, Philippines

Operation Manager

Nov. 2019 - May 2021

Quest Master Distribution Inc. (Exclusive Globe Telecoms Distributor)
Mezzanine Office – Unit 1A, LCI Plant, Brgy. Makiling Calamba City, Laguna, Philippines

Operation Manager

Apr. 2019 – Oct. 2019

Force Central Field Dist. Inc. (Century Products (CPFI))
Mezzanine Office – Unit 1A, LCI Plant, Brgy. Makiling Calamba City, Laguna, Philippines

- Provide inspired leadership for the organization.
- Make important policy, planning, and strategy decisions.
- Develop, implement, and review operational policies and procedures.
- Assist HR with recruiting when necessary.
- Help promote a company culture that encourages top performance and high morale.
- Oversee budgeting, reporting, planning, and auditing.
- Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations.
- Work with the board of directors to determine values and mission, and plan for short and long-term goals.
- Identify and address problems and opportunities for the company.
- Support worker communication with the management team.
- Lead by example.

Field Sales Supervisor (FSS)

July 2014

Quest Master Distribution Inc. (Exclusive Globe Telecoms Distributor)
Mezzanine Office – Unit 1A, LCI Plant, Brgy. Makiling Calamba City, Laguna, Philippines

- Supervise and coordinate daily activities of field sales agent.
- Recommends changes current strategies on achieving targets.
- Monitors daily productivity per area coverage per field sales agent.
- Sending daily updates and reports to operation heads.

Field Sales Agent

April 2012

Quest Master Distribution Inc. (Exclusive Globe Telecoms Distributor)
Mezzanine Office – Unit 1A, LCI Plant, Brgy. Makiling Calamba City, Laguna, Philippines

- Selling globe products (globe prepaid sims, touch mobile sims, auto load max electronic load, prepaid cards)

Credit Investigator and Collection Department

Dec. 2011

Philippine Resources Savings Bank Corp. | Calamba , Laguna, Philippines

Corporate Office | Alingog Center, Rizal Ave.cor. Canciller Ave., Cauayan City, Isabela, Philippines

Business Development Office | Unit 2408 Jolibee Plaza, F. Ortigas Center Pasig City, Philippines

- Examines credit history of applicants/buyer for financial capabilities.
- Researching past loans payments ,records and pulling credit reports.
- Calculating loan to income ratiofor determining whether or not to endorse or approved loan application.
- Responsible for collection of outanding debt from client to customer.
- Checking deliquents accounts for endorsement repossessing unit applied.
- Documentation repo unit.
- Endorsing reposes unit to bank.

Credit Investigator / Marketing

Sept. 2007

La Trade Dev't Corporation (Honda 3s Shop)

San Roque, Sto. Tomas Batangas, Philippines

- Examines credit history of applicants/buyer for financial capabilities.
- Researching past loans payments ,records and pulling credit reports.
- Calculating loan to income ratiofor determining whether or not to endorse or approved loan application.

Dining Staff

June 2006

Chowking Corporation S.M. Lipa

Lipa City Batangas, Philippines

- In store dining service staff.
- Serving customer order.
- Maintaining cleanliness in assign dining area.

Dining Staff/ Semi Restaurant

Sept. 2004

Chowking Foods by Five Corporation

Tanauan City Batangas, Philippines

- In store dining service staff.
- Serving customer order.
- Maintaining cleanliness in assign dining area.

Service Crew

Jan. 2003

Jollibee Food Corporation

Tanauan City Batangas, Philippines

- Service staff position .
- In store customer service.
- In store cleanliness .
- In store servicing.

Promodizer

Dec. 2002

Jollibee Food Corporation

Tanauan City Batangas, Philippines

- Partime on store promo diser - to ensure promotion newly lunch product by sampling and free taste,
- Getting customer feedback for improvement,

Merchandiser

June 2002

Netcorp/Dumex Phils. / SCA Phils.

Philippines

- Roving merchandiser on supermarkets .
- Daily checking in store stocks level.
- Inventory checking on warehouse stocks.
- Coordinate sales offake per sku's (milk and tissue branding).
- Schedule timeline of proposed delivery date per branding.

Seminars and Trainings Attended

Partners Education Program(PEP) DSP Curriculum Makiling Calamba Laguna, Philippines	<i>July 4-6, 2017</i>
Distributor Sales Personnel Effectiveness Training Makiling Calamba Laguna, Philippines	<i>Nov. 13, 2012</i>
“Personality Development” Laiya Resort, Laiya San Juan, Batangas, Philippines	<i>July 22, 2005</i>
“The Art of Selling” PUP-STE Function Room Sto. Tomas, Batangas, Philippines	<i>January 27, 2005</i>
“Professionalism Seminar” Batis ng Makiling Pansol, Calamba, Laguna, Philippines	<i>August 31, 2004</i>
“PUP Scholars As Future Leaders” PUP-STE Sto. Tomas, Batangas, Philippines	<i>March 17, 2004</i>
“Fire Protection and Prevention Seminar” PUP-STE Gymnasium Sto. Tomas Batangas, Philippines	<i>August 19, 2003</i>

Educational Attainment

Bachelor of Science in Entrepreneurial Management Polytechnic University of the Philippines Sto. Tomas Extension, Sto. Tomas Batangas, Philippines <i>TERTIARY</i>	<i>May 2007</i>
Cavite College of Arts and Trades (CCAT) Brgy Tejero, Rosario Cavite, Philippines <i>SECONDARY</i>	<i>March 2000</i>
San Rafael Elementary School San Rafael, Noveleta Cavite, Philippines <i>PRIMARY</i>	<i>March 1996</i>

Skills

- Able to learn and apply quickly and effectively.
- Hardworking, detail oriented, able to multi-task.
- Good verbal and written communication skills.
- Good in Time management
- Dedicated individual and goal oriented.
- Leadership Skills
- Computer Literate (Ms Office/ Excel/Power Point)
- Public Relation
- Safety Driving Instructor For Motorcycle(HSDC)
- Retail Management
- Distribution to Prospect Areas
- Non Profesional License (Restriction 1,2)