Menchie Mendoza

To occupy a desired position in your good company that can apply and expand all my knowledge and skills to contribute for achieving the goals of your company.

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Batangas, Philippines

SKILLS

- Leadership
- Agile and Scrum
- Business Process Improvement
- Skilled in AS400, MS Office
- Project Scheduling
- Strategic Planning
- Verbal & Written Communication

LANGUAGES

- English
- Filipino

WORK EXPERIENCE

Supply Chain Management Supervisor

PNP/LTO Section
October 1, 2021 – August 18, 2023
Honda Philippines Inc.

A manufacturing company assemble a motorcycle for Filipino preferences, delivering products and processes designed to put safe, efficient, economical, and environment-friendly technology at the service of people and the community.

Responsible for:

- Develop, lead, and execute documentation processes
- Handle dealer and government concern to ensure maximum customer satisfaction
- Track and report documentation items to ensure timely process and improve effectiveness
- Collaborate with stakeholders such as dealers, government offices and couriers to ensure clear requirements documentation and deliveries
- Recommend and implement supply chain improvements, as well as documenting processes
- Determine quantity timing of documents application, monitor and forecast invoicing target
- Represent the company in business meeting with stakeholders to improve the process
- Perform cost and situation analysis, and benchmarking
- Courier Contract Management and Risk Management
- Make reports and reports to Department and Top Management daily, weekly, monthly, and quarterly using PDCA approach

Achievement:

- Contribute in the study, development and successful partial implementation of the new system Land Transportation Office (LTMS) which simply and improve documentation process and reduce cost by 80%.

Supply Chain Management Supervisor

Logistics Section
April 1, 2019 – September 30, 2021
Honda Philippines Inc.

Responsible for:

- Strategically supervise Delivery and Clustering Control and Forwarders in compliance with company's policies and vision
- Analyze and optimize supply chain operations to meet business requirements
- Forwarder management, Contract Management and Risk Management
- Oversee warehouse pull out operation, timely arrival of forwarders to ensure daily target achievement
- Monitoring of forwarders warehousing, deliveries and timely product distribution to dealer
- Collecting and interpreting analytical and performance data to determine supply chain KPIs.
- Evaluate supply chain processes, forwarders management and build strong forwarders and dealers relationships
- Analyzing and collaborating on supply chain procedures, recommending, and implementing improvements, pull-out and distribution
- Produce reports and statistics regularly to upper management (clustering & pull-out status report, forwarders stock levels, forwarders issues etc).
- Ensuring compliance with industry standards and safety regulation

Achievement:

- Establish Forwarder's Monthly PDCA Reporting to Management to evaluate the monthly performance and improve processes in terms of pull-out, handling, delivery and billing process, last 2019.

Sales & Marketing Department
DA Supervisor – May 2012 – April 2018
Sr. PNP/LTO Staff– May 2007 – April 2012
Jr.PNP/LTO Staff– November 2005 – April 2007
Honda Philippines Inc.

Responsible for:

- Developing and implementing process improvements of sales & marketing documentation process
- Preparing and processing motorcycle documents, determine dealer requirements and ensure timely documents distribution
- Receiving and handling customers and dealers concerns, creating rapport and providing timely feedback
- Collaborating with Sales Representative and Dealers representative to ensure clear requirements documentation
- Attend dealer's meeting and propose improvement on their documentation process
- Make procedures, work instruction and guidelines
- Make reports and reports to immediate superior daily, weekly, monthly, and quarterly using PDCA approach

Achievement

- Contribute to process improvement through implementing of scanning of motorcycle registration documents which totally eliminate manual filing and improved productivity by saving time, manpower and energy, last 2006
- Represents the company in Honda Asia Oceania Convention in Pakistan - 2006
- Promotion from Jr. Staff to Sr. Sr Staff
- Promotion from Sr. Staff to Jr. Supervisor

Customer Service Assistant
September 2004 – September 2005
SM City Batangas (Madison Shopping Plaza)

Responsible for:

- Accepting, handling and processing customer concerns and inquiries
- Providing helpful information about store services and products
- Perform Customer Service related tasks, monitoring of daily operations, receiving calls

Production Operator (Office Assistant)
June 6, 2003 – May 2004
Jideco Manufacturing Philippines
Responsible for:

- Conducting interview, examination and training for newly hire operations
- Creating training materials and evaluation process
- Collaborating with factory and HR department for manpower requirement

EDUCATION

Bachelor of Science in Education
Batangas State University, Batangas City
SY 2000 – 2001

ORGANIZATION

Government Representative
Honda Philippines Incorporated
FY 2021-2023

IMS (Integrated Management System) – Internal Auditor
Honda Philippines Incorporated
FY 2019-2020