

# FLORIVEN RAMAYLA ESCRUPOLO

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## **OBJECTIVE**

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

## **PERSONAL INFORMATION**

Date of Birth: October 30, 1983  
Age: 38 years old  
Civil Status: Married  
Citizenship: Filipino  
Height: 5"  
Weight: 60 kg  
Religion: Roman Catholic

## **EDUCATIONAL BACKGROUND**

Tertiary: Metro Business College  
Associate in Computer Science  
March 22, 2002  
Secondary: Dr. Arcadio Santos High School  
March 14, 2000  
Primary: Oringao Elementary School  
April 06, 1996

## **EXPERIENCES**

### **Shopee Xpress under Dynamic Personnel Assistance Mgt**

LIIP, Mamplasan Laguna

- January 18, 2022 up to present
- T.O processor, Sorter, Dispatch Scanning, Receiver

Functional

- Ensure all parcel are scanned.
- Make sure to hit the target quota per hour.
- Perform other duties and responsibilities that the Operation may required.

### **DB Schenker Philippines, Inc under Topserve Service Solutions, Inc.**

Makati, Metro Manila

- August 7, 2019- March 21, 2020
- POD Clerk (Supply Chain)

Functional

- Ensure all the SI, DR are completely received by the customer.
- Transmit all received S.I and DR to the Scanning Team.
- Ensure all the pending S.I and DR are encoded to the Monitoring.

- Perform other duties and responsibilities that the Operation may required.

### **SariMonde Foods Corporation**

Carmelray Canlubang Laguna

- November 6, 2018- April 29, 2019
- SAP Encoder / POD Clerk / Invoicer (Supply Chain)

Functional

- Ensure all the SI, DR are completely received by the customer.
- Transmit all the S.I and D.O to the Accounting Department.
- Ensure comprehensiveness and target 100% accuracy of data to be encoded in the system.
- Ensures that any problem that may arise be reported immediately to the Supervisor.

SariMonde Foods Corporation under LBP Service Corporation

Carmelray Canlubang Laguna

- June 10, 2018- November 4, 2018
- SAP Encoder / POD Clerk (Supply Chain)

Functional

- Ensure all the SI, DR are completely received by the customer.
- Transmit all the S.I and D.O to the Accounting Department.
- Ensure comprehensiveness and target 100% accuracy of data to be encoded in the system.
- Ensures that any problem that may arise be reported immediately to the Supervisor.

### **Watsons Distribution Center**

LIIP Ave., Mamplasan Laguna

- October 9, 2017- March 14, 2018
- Receiving Clerk (Receiving Department)

Functional

- Ensure first come first served policy in receiving of suppliers.
- Ensure comprehensiveness and target 100% accuracy of data to be encoded in the system.
- Proper and complete compilation and attachment of P.O,SI.
- Verify if DR, SI,and P.O are for Watsons Phil.Inc.

### **Watsons Distribution Center under Mirof Resources, Inc.**

LIIP Ave., Mamplasan Laguna

- July 1, 2016 - October 7, 2017
- System Encoder (RTV)

Functional

- Ensure that the stocks received versus to the system have tally quantity.
- Ensure that each P.O and S.I is received at WINS (Watsons system).
- Ensure the proper and apt turnover of documents to the RTV picker.
- Ensures that any problem that may arise be reported immediately to the Supervisor.
- Ensure the proper and apt turnover of documents to the dispatch area.
- Perform other duties and responsibilities that the Operation required.

First Pioneer Distribution, Inc. under Personnel Builders Consultancy Services, Inc.

Mamplasan, Biñan City, Laguna

- May 7, 2015- January 4, 2016
- POD staff / System Encoder (FMC)

Functional

- Coordinated directly to the Supervisor.
- Verify if the DR,SI,and P.O are tally to the tally sheet by the trucker.
- Verify Generates Tally Sheet and DR from System Encoder.
- Strictly comply with rules and regulation by receiving the Sales Invoice.
- Transmit all the S.I and D.O to the Accounting Department.
- Answering the phone from Credit Department.
- Ensure the proper and apt turnover of documents to the messenger.
- Perform other duties and responsibilities that the Operation may required.

**First Pioneer Distribution, Inc. under Philman Power Center, Inc.**

Mamplasan, Biñan City, Laguna

- January 7, 2014- March 25, 2015
- System Encoder (Outbound, FMC)

Functional

- Ensure the proper and apt turnover of documents to the messenger.
- Ensures that any problem that may arise be reported immediately to the Supervisor.
- Verify Generates Tally Sheet and DR from System Encoder.
- Strictly comply with rules and regulation by receiving the Sales Invoice.
- Perform other duties and responsibilities that the Operation Supervisor may required.

**Integrated Microelectronics, Inc.**

Laguna Technopark Biñan Laguna

- August 29, 2003- June 7, 2013
- Production Operation

Functional

- Check stock display regularly with FIFO.
- Ensure all PCB are record to the monitoring.

**Carniphil Garments, Inc.**

Km 18, West Service Road, Muntinlupa city

- December 5, 2002 May 7, 2003
- Production Clerk

Functional

- Ensure all the tickets from the sewer are correctly counting.
- Encoder all the daily output from the sewer.
- Ensures that any problem that may arise be reported immediately to the Supervisor.
- Make sure the time keeping of piece rate are correct.
- Encoder the daily and monthly report.

**Philmosa Garments, Inc.**

Km 18, West Service Road, Muntinlupa city

- June 11, 2002- November 5, 2002
- Production Clerk

Functional

- Ensure all the tickets from the sewer are correctly counting.
- Encoder all the daily output from the sewer.
- Ensures that any problem that may arise be reported immediately to the Supervisor.
- Make sure the time keeping of piece rate are correct.
- Encoder the daily and monthly report.

## **SUMMARY OF QUALIFICATIONS**

Hard working and energetic, quick learner, self- motivated, flexible, adapt easily to changing environment and work schedule. Relate well to people work independently, good follower. Ability to use communication technology effectively including: word processing, Power point, Email (Microsoft outlook), Excel (Pivot, Vlook up) with effective written and oral communication skills both English and Tagalog.

## **SEMINARS ATTAINMENT**

Web Page Development

- August 21, 2000
- Cuneta Astrodome, Pasay City

Computer Proficiency Skills

- November 17, 2001
- Metro Business College, Pasay City

Crisis Management Workshop

- June 26, 2013
- HCDHCI Corporate Training Room

## **CHARACTER REFERENCE**

Mr. Edwin Torino

Warehouse Supervisor

Watson Distribution Center

Mrs. Bernadette Balais

Team Leader at Canon Account (0917-839-3431)

DB Schenker Philippines, Inc.

Km 19 Sabrina Sucat Road, Parañaque city

Mr. Edmark Canlas

Operation Supervisor (0917-320-6272)

DB Schenker Philippines, Inc.

Km 19 Sabrina Sucat Road, Parañaque city

I hereby certify that all foregoing entries here presented, which the best describe myself, my experience/ professional qualification are true and correct to the best of my knowledge and belief.

Floriven Escrupolo  
Applicant