

NONILO V. ARCE JR.

Block 23 Lot 7 Camella Solamente, Soro-Soro Karsada,
Batangas City, Philippines 4200
Email: jhune069@gmail.com / Contact No. +639275065677

WAREHOUSE SUPERVISOR / ASSISTANT BRANCH MANAGER

Motivated Warehouse Supervisor with record leading highly effective teams in warehouse operations. Proficient in equipment operation, work order management and inventory oversight. Focused on delivering consistent results against targets.

KEY COMPETENCIES

Operations management	Forklift Operation	Warehouse safety
Quality checks and control	Critical thinking skills	Proactive and self-motivated
Cost reduction	Quality assurance	Report preparation

PROFESSIONAL EXPERIENCE

National Food Authority

Warehouse Supervisor

Mar 2014 - Present

- Directed warehouse functions, including receipts, packaging, loading, issues of government cereal stocks (rice and paddy grains) for distribution to other government disaster response office during calamities and disaster.
- Managed employee scheduling and task delegation, coordinating labor requirements to align with business demands.
- Monitored warehouse for safety hazards and applied safety guidelines to mitigate issues and safeguard staff.

Acting Assistant Branch Manager

Jan 5, 2021 - Jun 7, 2023

- Formulates/implements plans and programs for the Branch in consonance with the regional office plans and programs taking into account the different variables existing in the area;
- Recommends modification or revisions of approved plans, policies and procedures as warranted by the requirement and the need of agency, particularly the Branch;
- Coordinates and directs the different activities of the NFA in the Branch towards the attainment of NFA approved plans and programs in the area;
- Ensures compliance by the staff to established policies, procedures, guidelines, and internal controls;
- Evaluates operational results to ensure that standards of performance are met in the most and economical manner;
- Provides the Regional Office and Central Office with regular feedback on actual operation and utilization of resources;
- Establishes and maintains good relationship with other government offices, bureaus, grains businessmen, and other private institutions; and
- Performs such other duties or special projects that may be assigned by the Central or Regional Management.

EDUCATION & CERTIFICATIONS

Master in Public Administration

Lyceum of the Philippines University Mar 2022
Batangas Campus, Philippines

AB Development Economics

San Beda University Manila, Philippines Nov

2005 National Food Authority

Management Competency Enhancement Dec 2022
Training Program, Quezon City Philippines

Lean Sigma Yellow Belt

Process Doctors Academy Level 1-10 Sep 2020

EXTRACURRICULAR ACTIVITIES

Community Volunteer

Board of Director - Camella Solamente Subdivision

National Praise Award

Exemplary Behavior Awardee 2013 - National Level

RO4 Regional Commendation

Unprecedented Performance Award 2013

2015 Nominee for Civil Service Commission

Search for Outstanding Public Officials and Employees Award "Dangal ng Bayan Award"