**MERZON O. PINGKIAN**



**Contact Number: 09959012098 / 09274273036**

**Provincial Address: Oroquieta City, Philippines**

**Present Address: Zone 3, Brgy. Baldoza, Lapaz, Iloilo City**

Position applied for :  **Any available position that suits with my qualifications**

**PERSONAL DATA**

Name : **Merzon Ometer Pingkian**

Educational Attainment : Computer Technology

Qualification : Knowledgeable in Computer Application

: Knowledgeable in handling

Warehouse and logistics operations

: Can operate heavy equipment (forklift)

Nationality : Filipino

Gender : Male

Date of Birth : October 27, 1981

Place of Birth : Canubay, Oroquieta City

Misamis Occidental, Philippines

Marital Status : Married

Height : 5’4

Weight : 130 lbs

**EDUCATIONAL BACKGROUND**

College : **COMPUTER TECHNOLOGY**

Misamis University

Ozamis City

Misamis Occidental, Philippines Year - March 2002

High School : **MISAMIS OCCIDENTAL NATIONAL HIGH SCHOOL**

Oroquieta City, Misamis Occidental

Philippines Year - March 1999

Elementary : **CANUBAY ELEMENTARY SCHOOL**

Canubay, Oroquieta City

Misamis Occidental, Philippines Year - March 1995

**WORKING EXPERIENCES**

**Sales and Operation Assist / Operation Supervisor**

**Complete Logistics Control Inc.**

**Gorriceta Avenue Balabag Pavia,Iloilo City 5001**

*October 2017 – March 2018*

**Job Description**

* Conduct Toolbox meeting to the drivers once a week especially for safety concerns and once a month for general toolbox meeting
* Objective in giving the proper rotation of trips to the driver both local and out of town
* Monitoring of trips after all trucks have been dispatch recording indicate delivery receipt on report and minimize in reporting of peso value
* Reporting of peso value of total sales trips per driver to the Department Head
* Conduct Monthly inventory assist in Tractor Head Division
* Handling in concerns of delay on receiving of deliveries in the client
* In charged in giving of disciplinary actions of any violation Tractor Head Division
* Proper Monitoring of trucks location thru GPS
* Proper issuing or giving allowance to the driver and liquidation after transaction
* Always monitoring the condition of all units especially in vessel operation
* Always remind drivers for proper lashing and tarpaulin of cargo to avoid collapse the file
* Always monitor the driver before and after delivery to the client to maximize their trip
* Conduct Monthly Fuel and Trips Monitoring and submit to Department Head.
* Looking for another client if needed for extra income of the company
* Multi tasking

**Warehouse Foreman/Supervisor**

***SEASIA LOGISTICS, PHILIPPINES INC.***

***Ingore Port, Iloilo City***

*September 2016 – October 2017*

**Job Description**

* Conduct daily, weekly and monthly inventory monitoring of stocks availability in warehouse and monitoring system using SAP
* Conduct daily toolbox meeting to my subordinate checker, forklift operator, stevedore and pakyawan for safety purposes and for the strategies in operation for better and fastest handling in operation such as incoming and especially in withdrawals of client.
* In charged in proper controlling of incoming stocks such as vessel to warehouse, warehouse to vessel and warehouse to warehouse transactions
* In charged person of proper monitoring in withdrawals of four (4) warehouses
* Handling of concerns / problems encountered in warehouse operations
* Handle manpower such as operator, checkers, stevedores and laborers for warehouse transactions
* Submit daily transaction directly to the Terminal Manager and Operation Supervisor
* Implementing FEFO,5S, GWP and GMP
* Do direct communication to Terminal Manager and COO for any concerns with regards to warehouse concerns and operations
* Do multi-tasking if needed such as driving forklift and other task assign
* Strictly advice of checkers in monitoring of good palletizing and hard filling of products to avoid variances and collapsing of product in hard file location
* Implementing of check list to all forklift operators before and after operation
* Implementing of stock card or bin card for all items in all warehouses to easy monitoring of daily transaction
* In charged in doing manning schedule assigned to four (4) warehouses

**Credit and Collection Specialist (CCS / BOS)**

***Personal Collection Direct Selling Inc.***

***Zamboanga City Branch***

*June 2015 – September 1, 2016*

**Job Description**

* Daily Monitoring of dealers credit maturity date through call and text reminders
* Sending of Demand Letters for dealers who has overdue accounts
* Conduct house to house visitation to the dealers who have overdue accounts
* Encoding application data for new dealers
* Conduct interview and giving credit line to the new applicant as PC dealers
* Monitoring the operations flow and supports operations if needed
* Resolves customers and manpower concerns
* Direct communications to head office for any concerns with regards to the operation matter
* In-charge for submitting of day end reports after the operation
* Create and implementing concepts and strategies on how to get the dealers payment for overdue accounts
* Automatic OIC when the BOS is absent or on leave
* Do multi-tasking if needed such as invoicing, releasing and cashiering

**Warehouse Custodian**

***Personal Collection Direct Selling Inc.***

***Dipolog City Branch***

*June 2012- to June 2015*

***Pagadian City Branch***

*April 2011 – June 2012*

**Job Description**

* In charge in checking and releasing the products
* In charge in controlling the incoming and outgoing of stocks
* In charge in ordering of stock to the head office
* Assures that the stocks is in good condition
* Maintains good working – relationship to both customers and co-workers
* Accountable of any losses or any variances in all fixed asset of the company
* Direct reporting to the BOS and BDM
* Conduct daily, weekly ,monthly and yearly stock inventory
* Resolves customers concern regarding the ordered stocks
* Implementing of FEFO,5S,GWP,GMP and proper labeling of items
* Do multi-tasking

**Sales and Marketing Officer**

***Safa Lights Trading Est.***

***Al-ain, UAE***

*September 2007 – December 2009*

**Job Description**

* Encode the items inventory for monitoring purposes
* In charged in putting barcode to the items
* Assigned in collecting money both cash and credit
* Doing store to store visit to deal with customers
* Controlling of the stocks volume
* Making sales report

**Warehouse and Logistic Operations**

***Fast Services Corporation***

***8383 South Pacific Bldg., Dr. A. Santos Ave.,***

***Sucat, Parañaque City, Philippines***

**Position** : **Dispatch Checker/Operation Staff**

**Assigned at** : **SAFI Mega Plant**

***MIS III Industrial Subdivision, Lambakin***

***Marilao, Bulacan, Philippines***

***Inclusive date : Feb. 2005 – May 5, 2007***

**Job Description**

* Do direct report to the general manager
* Checking of Finished Goods both incoming and outgoing
* Incharge of truckers getting inside the plant for loading
* Conduct daily cycle – count of stocks for inventory purposes
* Monitor in weekly and monthly inventory
* Assist supervisory operation
* Controlling and inputing the transactions in the system
* Maintain FIFO,FEFO,5S,GWP and GMP
* Counter checking of invoices versus dispatch sheet per truck load
* Dispatching of deliveries to assign trucks delivery
* Negotiating the customers problem
* Operate forklift if needed

**Position** : **Checker / Warehouse man**

**Assigned at** : **Heinz – UFC**

***Cabuyao, Laguna, Philippines***

***Inclusive date : July , 2002 to Feb. 2005***

**Job Description**

* Generate Dispatch Sheet through customers order
* Incharge of the following.
* giving the dispatch sheet to the operators, checkers and truckers for loading
* approved of invoice loaded to the truckers to assure that there is no variance of the stocks being out from the plant
* checking the outgoing stocks
* loading stocks to the truckers
* controlling of the dispatch sheet
* preparing the customers ordered
* final checking the dispatch sheet
* Perform counter – checking of the dispatch sheet versus sales invoice after loading the stocks
* Monitor the volume of stocks ordered by the customers
* Monitor the transactions of warehouse operations
* Conduct daily cycle – count of stocks for inventory purposes
* Counter checking the transactions to the picker, truckers and forklift operator
* Conduct the proper palletizing of all the products
* Maintain of FIFO,FEFO, 5S,GWP and GMP
* Do direct report to the manager
* Operate forklift if needed

**SEMINARS & TRAINING ATTENDED**

**Good Warehousing Practice (GWP) Seminar**  Feb. 10, 2007

SAFI Mega Plant, MIS III Industrial Subdivision

Lambakin, Marilao, Bulacan

**The 5’S Program** Dec. 9, 2003

Heinz – UFC Logistics Office

Cabuyao, Laguna, Philippines

**ASSA Business Consultancy Corporation** Nov. 11, 2003

**ISO 9001:2000 General Awareness**

Heinz – UFC Logistics Office

Cabuyao, Laguna, Philippines

**Material Handling Equipment Course (MHECO)** March 31 and

South DC Batino, Calamba City April 7, 2003

Philippines

**KNOWah 2002 : Seminar workshop on**  Feb. 9, 2002

Database Management & Web Dev’t with ASP

Misamis University, Ozamis City

Philippines

**CHARACTER REFERENCES**

Available upon request

Respectfully yours,

**MERZON O. PINGKIAN**

Applicant