



ALLEN JUDE GACAYAN

OBJECTIVE:

To have a good working experience where I can utilize my skills and acknowledge.

PROFILE:

BIRTHDAY: 19 MAY 1987
AGE: 37 YEARS OLD
NATIONALITY: Philippines

CONTACT

CONTACT NUMBER:
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SKILLS

- HARDWORKING
- WILLING TO WORK OVERTIME
- DEDICATED TO WORK
- TEAM/MANAGERIAL SKILLS
- GOOD COMMUNICATION AND SKILLS
- MICROSOFT OFFICE

EDUCATION

MARIVELES NATIONAL SCHOOL-CABCABEN
MARIVELES, BATAAN
2001 - 2004

WORK EXPERIENCE

NINJA VAN- HEAD STATION (MANAGER)
NINJA LOGISTICS PTE LTD (BALER BRANCH)
BALER, AURORA PHILIPPINES
SEPTEMBER 2019- SEPTEMBER 2024

- Track and delivery shipment from picked up and delivered
- Manage staff / subcon / part-time to ensure they carried out their job properly and completely.
- Standing as a hub manager as and when necessary
- Handle cash on delivery money and ensure to bank in everyday
- Work closely with customer service and fulfil customer request
- Taking care of daily operations and make sure everything goes smoothly
- Controlling inventory and take care of every shipment to reduce the risk of missing and damaged parcel.
- Manage, account and keep an updated inventory for all assets (tools, equipment, furniture and fixtures assigned to the station)
- Prepare the necessary requisition of equipment and consumables needed in the station
- Manage the station's expenditures to meet the cost-per-parcel standard as well as the budget allocation for the station
- Management of Daily Operations be ensuring that the following tasks are performed effectively:
 - a. Prepares the Daily Hub Activity Report
 - b. Oversees implementation of new processes in the Station
 - c. Escalation of issues to other Operations Units
 - d. Ensures on time and quality responses of the team to other departments.
 - e. Check the accuracy of COD amount collected versus Finance data and report any incident of non-compliance to the COD Handling SO
 - f. Serve as the sole custodian of Cash Collections and must protect such from unauthorized access or use.
 - g. Validate the accuracy of rider compensation and be responsible for the release rider salary

DUNLOP SLAZENGER PHIL. CO -MACHINE OPERATOR

MARIVELES, BATAAN PHILIPPINES

AUGUST 2010- OCTOBER 2018

- Set up machinery for operation
- Start machinery and adjust machinery when necessary to improve performance
- Operate machinery and equipment according to instructions
- Troubleshoot issues and perform maintenance
- Perform quality control, follow reporting and recordkeeping procedures, and report problems to supervisor
- Comply with all safety and health regulations
- Clean machinery and maintain cleanliness in work area