






JERIEL A. MANGA

Profile

To engage in a full term employment where I can fully utilize my professional experience, training and skills while providing an avenue for a significant contribution to the success of the employer.

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-  Al Majaz, Sharjah, UAE

Education

College of Education BS-TLE
Mindanao State University
2011 - 2012

**Bachelor of Science in
Electrical Technology**
**Zamboanga City State
Polytechnic College**
2005 - 2009

Mindanao State University
Laboratory High School
1999 - 2003

Bug Pilot Central School
Elementary
1994 - 1999

Expertise

- SAP
- Microsoft (Office, Excel, Word, Power point)
- DC/ Logistic/ Inventory
- Electrical (Service Technician)
- Cashier
- Invoice Entry, Payment Entry, Journal Entry, Collection
- Bank Transactions

WORK EXPERIENCE:

1. PEPSI COLA PRODUCT PHILIPPINES

Tin-ao Agusan, Cagayan De Oro City

Territory Manager / Coordinator (09/2020 - 05/2024)

- Plan, lead, supervise, execute, coordinate and monitor Sales and Distribution.
- Plan and programs the territory within, plan strategies and corporate parameters with the objective of achieving objects.
- Set objectives and monitor result following Territory University Principles to attain sales and productivity targets.
- Set, execute and monitor plans and programs to achieve distribution and market shares.
- Execute and monitor the implementation of national and local marketing programs to routes that ensure product presence and awareness to generate sales.
- Monitor and facilitate the support services provided to the distribution and daily sales operation of the region and provide administrative support of the staff.
- Manage and control account receivables, route shortages, discounts, deals, DIPS concession and powered coolers of all routes to optimize utilization.
- Develop front-liners using the field coaching and motivation principles to build and sustain a competent sales force.
- Implement business partner management processes and tools to sustain profitability of sales and distribution operations and partners.
- Making monthly performance review, reports to regional sales.
- Send updated SOA, invoices per costumer on monthly basis.
- Updating all records of the payment received from the costumers.
- Submit monthly reports under SCA Department of Account Manager.

2. MAHP CONSTRUCTION

Bacoar, 4102 Cavite,

Technical Document Controller (07/2017 - 01/2020)

- Create, maintain, update technical documents, including specifications, manual, reports, drawings, and project documentation.
- Ensure that all technical documentations complies with company policies, industry standards, and regulatory requirements.
- Review and verify technical documents for accuracy, completeness, and compliance with standard.
- Ensure proper version control of documents, tracking revisions and updates to maintain documents integrity.

3. CROSSLINK ELECTRIC AND CONSTRUCTION CORP

Kauswagan, Cagayan De Oro City

Document Controller / Service Technician (12/2013 – 02/2017)

- Perform customer support tasks.
- Perform all on-site activities related to installation, repair management and maintenance.
- Track and document the progression of the work.
- Perform troubleshooting.
- Identify all issues.
- Suggest and implement solution.
- Operate vehicle in a safe manner.
- Check and update field automation system and databases.
- Adhere to company's given rules and regulations.
- Team up with colleagues and other team members.
- Build relationships and trust with customers and clients.

4. KCCDFI (KASANGYANGAN CENTER FOR COMMUNITY DEVELOPMENT FOUNDATION INC.)

Branch Manager (04/2011 – 09/2013)

- Decides on important matters that needs immediate action in the branch to ensure strict implementation of the standard operation policies and procedures.
- Responding to auditor and employee inquiries regarding invoices.
- Maintains a complete an orderly file of all accounting records and reports of the branch.
- Responsible for issuing cheques for bills and expenses (eg. telephone bills, office supplies, food supplies, etc.)
- Handle maintenance and recording of Fixed Asset Register, Accountable Form Register and Financial Records.
- Make journal entries and all transactions involving cash flows.
- Prepare financial statements and account records of the branch.

SEMINAR / TRAININGS:

1. Know Your Money and Counterfeit Detection Seminar / Workshop on Philippine Currency Banko Sentral ng Pilipinas
- 2.Branch Manager Operation and Refresher / KCCDFI
- 3.Leadership and Financial Literacy Training / KCCDFI