



MAY LUÑOZA

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PROFESSIONAL SUMMARY

To welcome new opportunities where I can fully utilize, extend, continue to develop and enhance my experience, professionalism, knowledge and skills to help the company in achieving its goals and objective. Responsible, passionate about delivering outstanding quality and service.

EXPERIENCES

CLERK INVENTORY, August 2024, Jass Corporation Globus, Korrer, Palau

- ❖ Receive and inspect shipments*: Verify contents, quantities, and condition.
- ❖ Update inventory management system*: Record receipts, issues, and stock transfers.
- ❖ Conduct cycle counts*: Regularly count and verify inventory.
- ❖ Resolve inventory discrepancies*: Investigate and correct errors.
- ❖ Maintain inventory reports*: Generate and distribute reports (e.g., stock levels, movement).
- ❖ Communicate with suppliers/vendors*: Coordinate deliveries, resolve issues.
- ❖ Assist with stock takes*: Conduct physical inventory counts.
- ❖ Classify and categorize inventory*: Organize stock by type, category, or location.
- ❖ Track inventory movement*: Record transfers, returns, and adjustments.
- ❖ Manage stock replenishment*: Identify low-stock items, initiate reordering.
- ❖ Implement inventory control measures*: Detect and prevent stock losses.
- ❖ Making of customer invoices.
- ❖ Validates Accounts Receivables.
- ❖ Perform clerical duties as needed.
- ❖ Receiving payments*: Accepting cash, checks, or card payments.
- ❖ Counting and verifying cash*: Ensuring accuracy of cash received.
- ❖ Recording transactions*: Documenting payments in a system.
- ❖ Securing cash*: Safeguarding cash and valuables.
- ❖ Making change*: Providing correct change to customers.
- ❖ Reconciling cash*: Balancing cash receipts with recorded transactions.
- ❖ Managing petty cash*: Overseeing small cash funds.

ASSISTANT LINEHAUL SUPERVISOR, March 2022-July 2024, Ninjavan-Phillipines, Cabuyao, Laguna

- ❖ Supervising the team leads of warehouse.
- ❖ Provides administrative support to the logistics, shipping, or transportation departments of a company.
- ❖ Monitoring the daily operations in warehouse such as handling outgoing shipments, perform inventory and resolving concerns of another department.
- ❖ Monitor attendance of Warehouse manpower.
- ❖ Inspect functionality of Warehouse equipment.
- ❖ Create daily reports for total shipments out, and operations.
- ❖ Update Middle Mile department on status of inbound/outbound areas.
- ❖ Implement and sustain 5S standards during shift.
- ❖ Ensure SOP compliance of team leads and warehouse staff.
- ❖ Monitoring the KPI of the Team.
- ❖ Managed smooth operations and communicated timely updates to coordinate administrative activities.
- ❖ Answered mailed, emailed, telephoned and in-person requests for service and information.
- ❖ Recommended and implemented operational procedures to comply with all policies, regulations and laws.
- ❖ Provided for smooth day-to-day flow of communications to build trust within unit.
- ❖ Managed deadlines and progress across team to facilitate project delivery within stipulated timelines.
- ❖ Scheduled and distributed work to other staff members to enhance productivity and avoid scheduling conflicts.

INBOUND TEAM LEADER, September 2020-February 2022, Stock Care Cargo and Warehousing, Cabuyao, Laguna Philippines

- ❖ Manage the outbound process and the team members.
- ❖ Daily allocation and monitoring of task and duties of the team.
- ❖ Daily monitoring of attendance.
- ❖ Manage shipments FIFO daily.
- ❖ Notify appropriate department regarding the issues of parcels such as damaged, leakage, back loads and etc.
- ❖ Provide reports to the Supervisor as and when requested.
- ❖ Ensure the 5's and compliance to all Health and safety legislation/guidelines to all team members.
- ❖ Brief staff/team members on operational targets and achievements.
- ❖ Escalate issues to Supervisor within an appropriate time frame.
- ❖ Provide warehouse management within end of day/shift handover information.
- ❖ Provide update information to the team members regarding to the hubs/allocation.
- ❖ Arrange meetings to the team members if needed.

- ❖ Checking the high value item/s before dispatching into their proper hubs/allocation.
- ❖ Maintained excellent employee relationships by cultivating supportive, positive and helpful working environment.
- ❖ Monitored operations to ensure employees followed relevant procedures and worked towards defined Key Performance Indicator (KPI) targets.
- ❖ Delivered quality service with friendly and professional demeanor.
- ❖ Supported employee morale and well-being by developing positive practices centered on career development and individual job satisfaction.

WAREHOUSE ASSISTANT STAFF, APRIL 2016- APRIL 2020, Suco General Trading LLC, Dubai United Arab Emirates

- ❖ Perform Daily Sales Report.
- ❖ Prepare voucher for designated areas (shop/s).
- ❖ Receiving and checking the items before putting in the stock areas.
- ❖ Answering telephone calls for immediate Request/ Urgent items.
- ❖ Perform clerical duties.
- ❖ Process the urgent and request items of the customers immediately.
- ❖ Update the Daily Sales Voucher's on time.
- ❖ Reported missing or damaged items to management, quickly resolving stock issues to maintain production line efficiency.
- ❖ Recognized and reported defective material and equipment to warehouse supervisor.
- ❖ Cleaned and maintained warehouse in compliance with safety standards.
- ❖ Participated in meetings with warehouse teams to resolve queries and issues.
- ❖ Prepared products for safe and secure storage, adhering to specified department time frames.

RECEIVING CLERK/DATA ENTRY/BACK-OFFICE PROCESSING, APRIL 2016- APRIL 2020, Suco General Trading LLC, Dubai United Arab Emirates

- ❖ Perform general data entry (Quick Books, Retail Pro System, and Microsoft Office).
- ❖ Receiving items and match it to packaging list to check if has any discrepancy.
- ❖ Check the quality and quantity of the items received.
- ❖ Input the code, right description, and quantity of the items received by using excel.
- ❖ Prepare voucher using the Retail Pro System.
- ❖ Index packaging list and file them in the appropriate places.
- ❖ Monitoring physical stocks and comparing it to system stock for variance.
- ❖ Perform adjustment of the stock according to the physical stocks over computer quantity variance. Perform other clerical duties assigned.
- ❖ Directed clerical tasks, including copying, faxing and file management.

TOLL TELLER/TICKET COUNTER, MAY 2015- OCTOBER 2015, Star tollway Corporation Inc., Lipa City, Philippines

CORE QUALIFICATIONS

- ❖ Highly motivates, hardworking and willing to work under pressure. Ability to work accurately with attention to details.
- ❖ Possesses good analytical, interpersonal and customer service skills. Have good communication and Coordination skills. Keen to report details, Excellent computer skills e.g. (Word, Excel, Outlook, PowerPoint, etc.,
- ❖ Can work with minimum supervision and has initiative to seek
- ❖ Continuous improvement in work. Able to exhibit a high level of confidentiality Strong sense of urgency and fast learner. Able to perform other clerical duties as needed.
- ❖ Positive attitude and excellent interpersonal skills. Demonstrated ability to maintain good manners and efficiency in routine professional relationships, Team management, Administrative support.

EDUCATION

Lipa City Public Colleges (Kolehiyo Lungsod ng Lipa), Lipa City Philippines, Bachelor of Science in Computer Science, March 2015

PERSONAL INFORMATION

Date of Birth: May 01, 1993

Place of Birth: Lipa City, Batangas- Philippines

Citizenship: Filipino

Age: 32

Sex: Female

Civil Status: Single