

Myra F. Hernandez

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PROFESSIONAL OBJECTIVE:

To be employed at a company that will enhance my interpersonal skills and practice the knowledge gained in my chosen field; assume positions of leadership and responsibility within the organization that promotes growth where my capabilities can be maximized effectively to make share to the company and do my best role in providing engineering services.

SUMMARY OF SKILLS:

- *Warehouse Operations; Knowledge in SAP Material Management System;*
- *Inventory Management; Data Analysis; Parts Simulation, Ordering and Delivery Monitoring*
- *Computer Proficient - Microsoft Office*
- *Good moral and communication skills; Leadership Development Skills; Team Management Skills*
- *Inherent initiative and work ethics; Fast learner and willing to work under pressure*
- *Can adopt in different field of work environment*
- *Excellent Driving skills*

EDUCATIONAL BACKGROUND:

Bachelor of Science in Industrial Engineering

April 2012

Batangas State University, Batangas City

WORK EXPERIENCE:

Warehouse – Supervisor II

May 8, 2012 – June 29, 2021

Epson Precision Philippines Inc., SEPZ Lima Technology, Lipa City Batangas, Philippines

Duties and Responsibilities

- *Establishment of Automated Kanban Simulation*
- *Establishment of Delivery Order System*
- *Monitor delivery of parts, simulation and ordering*
- *Maintain parts DOS (days of stock)*
- *Formulation of action and countermeasures for continuous improvement of parts ordering, delivery and space efficiency*
- *Monitors the general flow of warehouse operations*
- *Manage and maintain inventory and transactions accuracy through monitoring of daily warehouse activities, stock takes and audit to verify results.*
- *Proactively report, discuss and gather all delays, analysis, problems and take corrective actions on a proactive basis.*
- *Accomplishes warehouse human resource objectives by selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining my subordinates; communicating job expectations; planning, monitoring, appraising job contributions; recommending compensation actions; adhering to policies and procedures.*
- *Conducts visitation to suppliers to audit and verify the quality of raw materials delivered.*
- *Ensures Health & Safety and quality compliance in accordance with company policy.*

TRAINING ATTENDED:

- *Seminar- Workshop on Leading a Leadership Team: What it takes to make them great (January 30-31, 2013)*
- *Basic Occupational Safety and Health (January 21-25, 2014)*
- *E-Kaizen Problem Solving Type (March 15-16, 2017)*
- *Introduction to Quality Control Training (December 20, 2016)*
- *ISO 14001:2015 Appreciation Course (May 17, 2018)*
- *ISO 9001 Awareness Training (June 16, 2019)*
- *New 7 Quality Control (QC) Tools (August 13, 2019)*
- *Why Why Analysis (August 16, 2019)*
- *Quality Control in Manufacturing (September 16-17, 2019)*

Warehouse – Inventory Management Supervisor

June 30, 2021– December 24, 2021

H-P Philippines Technology Corporation, First Philippine Industrial Park Tanauan City, Batangas, Philippines

Duties and Responsibilities

- *Monitors the general flow of warehouse operations and SAP Transactions.*
- *Conduct regular checking and update of incoming deliveries/shipment.*
- *Input and manage system transactions of incoming deliveries in the system.*
- *Execute transfer transaction in the system to record movement of materials.*
- *Analysis of stock movement and inventory level.*
- *Administer stocktaking activities and generate inventory related reports for management reference.*
- *Conduct regular audits in the warehouse for continuous improvement and to ensure physical and system stock movement is always synchronized.*
- *Manage and maintain inventory and transactions accuracy through monitoring of daily warehouse activities, stock takes and audit to verify results.*
- *Supervise, monitor and control the material flow within the warehouse.*
- *Proactively report, discuss and gather all delays, analysis, problems and take corrective actions on a proactive basis.*

PERSONAL BACKGROUND:

Birth Date: 4-Dec-1990

Civil Status: Single

Height: 161 cm

Language Spoken: English &
Filipino

Age: 31

Nationality: Filipino

Weight: 51 kg

Passport #: P6377486A

Gender: Female

Religion: Roman Catholic

REFERENCES:

Ms. Maricel Penarada

Department Manager – Hi-P

Mobile No: +63 908-865-4286

Mr. Ronald Paul Mercado

Department Manager - EPPI

Mobile No: +63 917-886-7996

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Myra Hernandez

Applicant