

Reinne Iguico Peña

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Logistics and Supply Chain ~ People Management ~ Services and Operation ~ Sales & Marketing ~
Effective Customer Relation ~ Business Development ~ Training & Development ~ Administrative

With proven supervisory and team management experience and with high integrity of values excellence.

Employment History

Area Manager Wall Street Courier Services Inc.	August 28, 2018 – Up to present
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POSITION	Company	DATE
Station Head	Ninja Express Tech	August 28, 2018 – July 31, 2019
Branch Customer Operations Head	Motortrade Nationwide Corp	August 1, 2012 - August 27, 2018
CASH CUSTODIAN	Motortrade Nationwide Corp	October 1, 2010–July 31, 2012
BRANCH SECRETARY	Nova Motors Corp.	December 12, 2008–September 30, 2012

Area Manager

Wall Street Courier Services Inc

- On-ground project management for launching expansion hubs, and
- Day-to-day supervision of hub operations within his/her region or assigned areas
- Ensure that expansion hubs are sufficiently resourced and operational within the set target timeline
- Ensure that all hubs under his care are running smoothly and all operational gaps or problems are resolved promptly
- Ensure that all hubs under his care are aligned and compliant with company protocols and directives

Station Head

Ninja Express Tech

- Manage the day-to-day operations of a Ninja Station in your locality from inventory, asset management, office administration, and financial-handling protocols.
- Manage fleet and warehouse activities.
- Oversee the seamless transition of goods from pick-up to customer deliveries on-time, in-full, and in good condition.
- Monitor channel capacity and communicate with key stakeholders to develop plans in case of gaps in order to minimize cost to serve and impact customers.
- Investigate failures, identify, and understand root causes, as well as drive, continues improvement.
- Recruit, train, manage, and lead Ninja's fleet of drivers and driver-partners.

Branch Customer Operations Head

Motortrade Nationwide Corp.

- Supervises execution of monthly sales plan, reviews and evaluates sales performance of the branch.
- Works for continuous improvement of satisfying customers and resolution of their complaints.
- Ensures that all tasks/functions are properly carried out and that rules and regulations, policies and procedures are duly observed by branch personnel.
- Approves Leave of absences and Overtime Work of branch personnel; Imposes or coordinate discipline to erring employees.
- Reports to Head Office on matters of importance affecting branch operations, such as irregularities and submits recommendations as circumstances may require.
- Recommends hiring and termination of branch personnel.
- Trains subordinates with the dual purpose of improving their present and future performance.
- Handles and oversees branch assets, equipment and stocks, includes the following:
- Opening and Closing of the branch, Conducting Inventory count every time a periodic report to ensure accuracy of report, performs other related work that may be assigned from time to time.

Cash Custodian

Nova Motors Corporation

- With full responsibility for petty cash, cash collection of monthly payments of customers and other related funds.
- Safe keep receipts, funds, and all-important documents by the branch.
- Assist manager for handling branch by being an Officer-in-Charge for some instances.
- Performs other related work that may be assigned from time to time.

Branch Secretary

Nova Motors Corporation

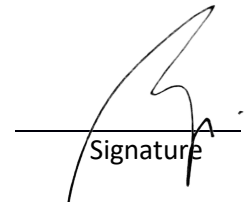
- Responsible for documentation, filing, printing of contract and daily reports to assist Manager for daily cut off for balancing.
- Safe keep all important documents by the branch.
- Ensures that inventories are intact all the time, order stocks for sale.
- Performs other related work that maybe assigned from time to time.

TRAINING & SEMINARS

- ❖ **CAS EXPOSURE LEARNING WORKSHOP**
Tpi Cubao Quezon City
April 21-23, 2017
- ❖ **I-LEAD SEMINAR**
San Fernando Pampanga
July 24-25, 2016
- ❖ **CREDIT INVESTIGATION AND COLLECTION 101-102 w/ COUNSELING**
San Fernando Pampanga
October 22, 2014
- ❖ **CUSTOMER SERVICE MANAGEMENT**
San Fernando Pampanga
October 15, 2014
- ❖ **PRODUCTIVE WORK ATTITUDE**
San Fernando Pampanga
October 14, 2014
- ❖ **BASIC SAP TRAINING**
CMC HEAD OFFICE-Ortigas Quezon City
October 13, 2011

EDUCATION

Bachelor of Science in Psychology Major in Clinical Psychology, Bataan Peninsula State University
Balanga, Philippines (March 31, 2008)


Signature