



# JONA MAE A. ZURITA

## PROFESSIONAL SUMMARY

Proactive Planner with over 2 years of comprehensive experience in supply chain management and inventory. Proficient in utilizing SAP systems and enhance operational efficiency and reduce costs. Adept at fostering collaboration across teams to align production with market demand and committed to delivering strategic solutions.

## CONTACT

- +639994838834
- jonamaezuritaO@gmail.com
- Polomolok, South Cotabato

## EDUCATION

- **SOUTH EAST ASIAN INSTITUTE OF TECHNOLOGY INC.,**  
Bachelor of Science in Agriculture Major in Plant Breeding and Genetics  
2018-2023

## SKILLS

- Can do Multi-tasking Able
- to work independently
- Can work under pressure
- Knowledge Proficient to excel Knowledge in using
- SAP System Problem solving skills

## LANGUAGE

- ENGLISH
- TAGALOG

## CHARACTER REFERENCES:

David B. Ventura  
Laboratory Services, Dole Inc.,  
+639952667462

Rae Martin Flor  
Superintendent, Dole Inc.,  
+639988423534

## WORK EXPERIENCE

### ADM COMPANY PHILIPPINES

#### Neovia Philippines Inc.,

**October 2025**

- Recorded all formal meeting proceedings, decision made, and assigned action items
- Generated and transmitted essential operational reports and data analyses to superior using Microsoft excel

#### Dole Philippines Inc.

**August 2023 – September 27 2025**

#### Agri Mid-Range & Short-Range Planning

- Creation of Task Order and Work Order using SAP system
- Encoding important accomplishments of an employee and making reports to superior
- Different activities confirmation using SAP System
- Monitoring and Requestor of PPE and medicine stocks
- Organizing of records and data's.

**March 2023-May 2023**

#### On-the-Job Training

TIBUD-SKMPC

- Grafting, sorting, fermenting of Cacao
- Make a researched about cacao
- Conducted interviews

**February 5- 9, 2018**

## WORK IMMERSION

- Taught a grade school pupils
- Conducted research, including interviews