

Regin Lance S. Manulat

Tel: 09776296368 | Email: manulatreginlance@gmail.com

Danao City. Cebu #6004



Objective

Resourceful individual with a diverse background encompassing supervisory experience, process engineering insights, and administrative skills seeking a fulltime role on various expertise. By combining my team management capabilities, analytical mindset, and proficiency in organizing task, Envisioning a role where I can excel in data entry precision, elevate admin operations, online teaching, and cultivate a compelling role that aligns with organizational goals.

Work Experience

Metro Retail Stores Group Inc.

09/2022 - 07/2023

Selling Supervisor

- Maintain organized and up-to-date records of transactions, ensuring accurate financial tracking and reporting
- Update and manage team records, ensuring a well-maintained and organized database
- Coordinate with various departments, ensuring smooth data flow and administrative coordination efforts
- Managed and coordinated schedules of sales associates, aligning with the organizational need to maintain precise and accurate calendars.
- Manage my team of Sales Promoter on different brands based on category; Major Appliance, Small Appliance & Electronics.
- Facing customer complain and returned items with factory defect or covered by 7days warranty
- Contact the supplier and coordinator of each brand if there are any concerns, meetings or purchase of stocks

Minebea Mitsumi Cebu Inc.

11/2021 - 06/2022

Process Engineer

- Perform experiments in new models of assy until they are for a go on mass production
- Liaised between departments and teams to communicate process changes
- Innovate the production line which aims to have more output than the current settings
- Ensure the productions line to refrain from errors that leads to disposal of raw materials

Sanford Marketing Corporation

02/2021 - 07/2021

Receiving Clerk

- Checking the received goods of their quality and quantity based on the Delivery Receipt
- Input of the received goods in systems based on the exact quantity
- Ensure the returned to vendor items if it is really for disposal. Also check the exact quantity

Remotasks

04/2020 - 07/2020

Tasker

- Perform Given task on the dashboard
- Identify objects that is visible from the Lidar
- Annotates objects based from the Lidar

Shember Biotech Corp.

05/2019 - 07/2019

On-the-Job Trainee

- As part of the ladderized curriculum of Industrial Engineer we are oblige to take OJT with relates to manufacturing industry.
- Assigned to Receiving Department that checks the loading of goods and unloading of raw materials
- Checking the exact tonage and quantity of pallets

Education

Bachelor of Science in Industrial Engineering

06/2015 - 08/2020

Cebu Technological University - Danao Campus

- PIIE Member (Philippine Institute of Industrial Engineer)
- QC tools seminar workshop (USC-Talamban Campus)
- Engineering Society (CTU Danao) - IE Representative est. 2017-2018

Reference

Available upon request

Skill

Extensive Knowledge in Windows-based such as MS Excel, Word & Powerpoint	<div><div></div><div></div><div></div><div></div><div></div></div>
Ability to cope under pressure	<div><div></div><div></div><div></div><div></div><div></div></div>
Time Management	<div><div></div><div></div><div></div><div></div><div></div></div>
Negotiation Skills	<div><div></div><div></div><div></div><div></div><div></div></div>
Leadership Skills	<div><div></div><div></div><div></div><div></div><div></div></div>
Resourcefulness	<div><div></div><div></div><div></div><div></div><div></div></div>
Communicate different department in an organization	<div><div></div><div></div><div></div><div></div><div></div></div>