**Charlyn S. Bunayog**

 Citihomes, Opol Misamis Oriental

09153860388

csbunayog121@gmail.com

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**Objective**: To be able to obtain a position that challenges me in a forward thinking organization that provides diverse opportunities to reach my full potential and to expand my skills and develop new knowledge.

**WORK EXPERIENCE**

**Claims Specialist**

Fast Logistics Corp

2014 to present

* Responsible to provide update for the Claims Balances of the Company, Generate Report present in PPP format monthly.
* Need to Hit the target monthly required by the Corp Claims and If not Provide IARTS present again to Management.
* Responsible to reconcile with finance team for the hanging Claims pending for the company in order to minimize the claims and address it to necessary liable.
* Responsible to generate and update Discrepancy Report Status and report to Management Weekly.
* Conduct monthly inventory for the stocks that are turn over by operations, Segregate those stocks that are for Disposal and Condemnation.
* Initiate Investigation if there is Incident/Accident outside fast premises as long as the shipment are under fast most especially if there is stocks involve.
* Provide Orientation or Refresher for claims Process in order to minimize or lessen damages of stocks and to give more idea with involving personnel on how to handle stocks to avoid claims.
* Conduct Monthly Disposal to all employees exclusively to fast employee. All Claims that are chargeable to fast for us to have a recovery.
* Responsible in attending all claims related concerns of the customers.
* Entertains claims related complaints of the customers through letter or phone call (advice to file claims, enumerate requirements to file claims)
* Support with Sales during Customer meeting (New Customer) and discuss with them our Claims process.
* Receives and coordinates with operations personnel, marketing and executive regarding discrepancy report from all branches. Takes necessary action and give immediate feedback to sending branch or customer.
* Furnishes disposal form computation and duly approved by the committee.
* Coordinates with the Outgoing and Incoming In-charge
* Render services to both internal and external customer
* Provide and present monthly report to Corporate wide meeting.
* Perform other duties as may be assigned by our immediate superior

**Warehouse in Charge (Nestle Ice Cream )**

Fast Logistics Corporation

2013-2014

* Supervise deliveries of goods to ensure products are accounted and stored safely.
* Managing the warehouse and staff.
* Take orders and process return.
* Assigning task to staff, preparing workflows and deliverables.
* Assigning truck availability, and load planning.
* Overseeing inventory control daily and monthly wall to wall count.
* Maintaining a positive, empathetic, and professional attitude toward customer all the time.
* Handle customer complaints, provide appropriate solution and alternative within the time limits.
* Perform other duties as may be assigned by immediate superior.

**Documentation Staff**

Fast Logistics Corp

2012-2013

* Receive’s POD’s returned by 3pl truckers,screen if there are discrepancy and the completeness in series and release yellow copy of HAS /Trucking waybill.
* Updates POD monitoring .
* Investigate the trucker’s personnel(Driver/Helper)for discrepancy noted to validate and to know what happened during the delivery.
* Monitor the following on a daily basis to provide FLC performance as well as presentation purposes to subcon every truckers meeting.
* Provide the list of unreturned POD per trucker with details on a daily basis
* Transmit POD to Luzon branch on a day to day.
* Adherence to relevant documented work instruction.
* Perform other function as maybe assigned by immediate head.

**EDUCATION**

Bacherlor of Science in Environmental Science and Technology

Mindanao University of Science and Technology

May 2010

Magallanes National High School

Magallanes Agusan del Norte

2000-2004

Magallanes Central Elementary School

Magallanes Agusan del Norte

2000

**SEMINARS/TRAININGS**

**Logistics Claims Conference**

FLC Alabang Manila

March 2024

**National Claims Conference**

FLC Alabang Manila

April 2023

**Values in Action**

FLC Alabang Manila

April 2023

**Effective Communication Skills**

Fastcargo Logistics Corp

June 2025

ISO 19011: ITERNAL AUDIT TRAINING

Fastcargo Logistics Corp

May 2025

ISO 9001:2008 Quality Management System Documentation

Fastcargo Logistics Corp

May 2015

Problem Solving and Decision Making

Fastcargo Logistics Corp

April 2025

EFFECTIVE PRESENTATION SKILLS

Fastcargo Logistics Corp

July 2014

FINANCE FOR NON-FINANCE

Marianne Suits

June 2014

**AWARDS**

Mindanao Best Claims Specialist

FLC, ALabang

2023

**PERSONAL INFORMATION**

Date of Birth: December 1, 1988

Civil Status: Married

Height: 5’

Religion: Catholic

Place of Birth: Phase1-14-19 Malanang Citihomes Opol

Citizenship: Filipino

Father’s Name: Blandino A. Sanchez

Mother’s Name: Perlita T. Sanchez

**Character References:**

Reymond M. Tampus

Fast Logistics Corp

Operations Supervisor

09771939187

Necy Mea Gallega

Fast Logistics Corp

Claims Specialist

09352878215

Vincent Reynan Capinppuyan

Fast Logistics Corp

Former Branch Manager

09177964793