

# **RIA MEJIA-LARINO**

Date of Birth: July 25, 1993  
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## **OBJECTIVE**

Seeking a career opportunity to utilize my skills, knowledge and learnings.

## **EDUCATION**

(2010 - 2015) **COLEGIO DE SAN JUAN DE LETRAN CALAMBA**  
Bachelor of Science in Industrial Engineering

## **WORK EXPERIENCE**

(July 2015 – March 2022) **SALES PLANNING STAFF**  
**ISUZU AUTOPARTS MANUFACTURING CORP.**  
-Biñan, Laguna

- Transmission Sales  
Shipment planning based on production schedule and customer requirements.  
Coordinating with customers.  
Prepares sales update and forecast for the whole fiscal year.  
Scheduling of export, quantity of containers per week.  
Preparing of vanning instruction, layout/arrangement of cases in container.  
Encoding of purchase orders.  
Sales invoice preparation using SAP.
- Knock Down Parts and Crank case Sales and Packing Volume  
Preparing packing volume/forecast for the whole fiscal year aligned with the given forecast of the customers and production capacity.  
Scheduling of shipment based on customer requirement.  
Preparing of vanning instruction, layout/arrangement of cases in container.  
Receiving of purchase order.  
Generates sales invoice using SAP.
- Material Master/BOM Set up in SAP  
Maintains BOM (Bill of Material) in SAP, new part number and old part number effectivity date set up.  
Ensures BOM of all transmission types are correct.
- Sales of Spare Parts/Service Parts  
Plan and prepares weekly/monthly schedule of packing of spare/service parts to meet shipping date required by the customer.  
Daily monitoring of plan vs actual end stock.  
Prepares sales invoice using SAP.  
Receiving of purchase orders.

- Material Planner

Ordering overseas materials based on latest production requirement.

Monitors daily consumption of materials.

Ensures delivery date of materials meet production needs.

(April 2014 – June 2014)

**ON-THE-JOB TRAINEE**

**TOYOTA MOTOR PHILIPPINES CORP.**

-Sta. Rosa, Laguna

**SKILLS**

- Computer literate and oriented in Microsoft Office (Excel, Word, Powerpoint, Outlook).
- Knowledgeable in using SAP.
- Flexible, responsible, dedicated and industrious individual.
- Capability to work with minimum supervision and has multi-tasking skills.

**REFERENCES**

Ms. Marjorie Marfil  
Planning Staff, IAMC  
(0956) 954 6956

Ms. Chelita M. Rabelas  
Manager, IAMC  
(0928) 559 2459

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

**RIA M. LARINO**  
*Applicant*