

# JAYMOND AQUINO MITIAM

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**Visa Status:** Tourist



## Objectives

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I am seeking a company where I can contribute my expertise in security, warehouse management, and leadership to help the organization meet and exceed its operational goals.

## License

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### Registered Criminologist

Professional Regulatory Commission (PRC)

Registration No. 0115297

Expiry Date: December 02, 2026

## Education

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June 2010 – April 2014

**Bachelor of Science in Criminology – Batangas State University – Philippines**

## Work Experience

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### CRS (Security) Supervisor

Walmart Shopping Center Management Inc.

November 2023 – August 2024

- Directed the day-to-day operations of the security team, managing security guards and CCTV operators to ensure a safe environment for both the facility and its patrons.
- Conducted security and safety assessments, developed risk mitigation strategies, and implemented emergency preparedness plans.
- Led in-house training programs, seminars, and safety awareness campaigns to educate staff on best practices in security and crisis management.
- Responded to incidents and managed investigations, ensuring timely and appropriate actions were taken to resolve issues and prevent recurrences.
- Collaborated with local law enforcement and emergency services when necessary to coordinate responses to potential threats.
- Undertook additional responsibilities as assigned by senior management, contributing to broader organizational goals.

### Warehouse Supervisor

Wall Street Courier Services Inc. (Ninja Van Philippines)

January 2021 – November 2023

- Managed the full scope of daily warehouse operations, ensuring efficient processes in receiving, storing, dispatching, and delivering parcels.
- Supervised the fleet operations, overseeing both rider and truck fleets, ensuring that all logistics were handled efficiently and on schedule.

- Controlled cost management for the warehouse, ensuring resource optimization without compromising service quality.
- Oversaw workforce reimbursements and addressed concerns related to fleet operations, keeping the team well-supported and engaged.
- Regularly communicated with senior management to provide updates, submit reports, and propose process improvements.
- Led initiatives to improve warehouse workflows, increasing productivity and enhancing safety practices.
- Handled any additional tasks requested by management, adapting to shifting priorities as necessary.

### **Warehouse Officer**

Wall Street Courier Services Inc. (Ninja Van Philippines)

January 2017 – December 2020

- Administered daily warehouse operations, including order processing, dispatch scheduling, and inventory management.
- Collaborated with logistics teams to ensure all parcels were dispatched in a timely manner, avoiding delays and ensuring customer satisfaction.
- Conducted lost and damage investigations, ensuring swift and thorough resolution of issues with minimal disruption to customers and business.
- Processed inbound and outbound shipments efficiently, ensuring compliance with company standards and operational guidelines.
- Liaised with team members across departments to ensure smooth operations and effective communication.

### **Warehouse Staff**

Wall Street Courier Services Inc. (Ninja Van Philippines)

February 2016 – December 2016


- Received and processed incoming shipments, ensuring accuracy and proper handling of goods.
- Scanned and sorted parcels according to their destination, optimizing workflow and reducing time spent on dispatching.
- Maintained organized warehouse practices, ensuring items were stored in an orderly fashion and easy to locate.
- Assisted in maintaining inventory records, contributing to the accuracy of stock counts and order fulfillment.

### **Skills and Abilities**

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- Excellent Communication Skills
- Effective Under Pressure
- Warehouse Management Expertise
- Leadership and Team Management
- Time Management
- Leadership skill
- Problem-Solving
- Fleet and Logistics Management
- Conflict Resolution

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

  
Jaymond A. Mitiam  
 Applicant