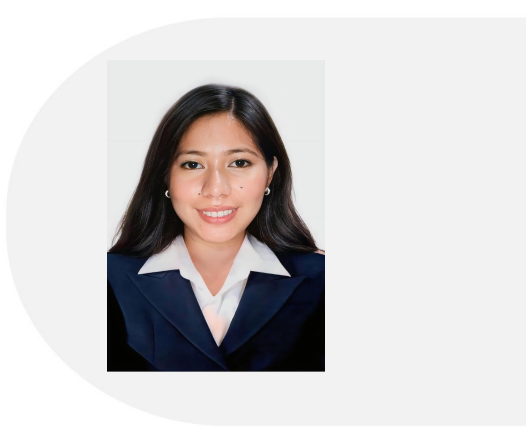


# ROSLYN SOLANO

## Planning Officer I



### Work Experience

**2019.08-2023.11 STATION OFFICER**

- 1. Assists the SH in operational and administrative processes such as but not limited to inventory management, push off, rider and route management, route inbound, Cash on Delivery (COD) collection management, Petty Cash Fund (PCF) handling, and the updating of the Rider masterlist.
- 2. Manages the hub's day-to-day operations in the absence of the SH.
- 3. Ensures the welfare of the fleet ground staff and improves their capabilities by taking an active role in training, coaching, and overall performance improvement.
- 4. Monitors Rider performance and conducts rider training to ensure consistency in adherence to Ninja Van SOPs/Policies/Protocols.
- 5. Ensures sound financial status of the hub through proper assessment of rider liquidation and management of the rider productivity.
- 6. Conducts hubs analysis, provides concrete feedback, and suggests tangible solutions for the improvement of the overall hub outlook and performance.
- 7. Ensures the proper scanning and updating of parcels and shipments in the Company's logistics management application.

### About Me

I am currently working at Planning Office under OFFICE OF THE VICE PRESIDENT FOR PLANNING, RESOURCE GENERATION AND AUXILIARY SERVICES in Visayas State University as Deputy Documents Controller (dDRC) under Institutional Planning.

I also monitor the submission of OPCR, initial validation, consolidate it and other monitoring documents.

In addition, I oversee the gathering of BAR data for the system's input.

### Education

**2012.06-2016.04  
VISAYAS STATE UNIVERSITY**

Bachelor of Secondary Major in Mathematics

#### Contact

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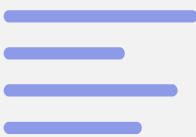
#### Skilled

**Use of Information and Communications Technology (ICT)**

**Communication Savvy**

**Interpersonal relationship management**

#### Language



**English**  
**Filipino**