



Leira Grace Olarte Petate

CONTACT

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Magallanes Cavite

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0924 182 8850 

EDUCATION

The Fisher Valley College

Taguig City / 2015

PROFESSIONAL PROFILE

Results-driven logistics professional with over 7 years of experience in operations, address verification and team coordination. High computer-literate with strong command of Microsoft office tools, spreadsheets and logistics systems for accurate data entry, report generation and process tracking. Experienced in supervising staff, ensuring smooth daily operations, and maintaining high accuracy in documentation.

WORK EXPERIENCE

System Operation Specialist

Wall Street Courier Services, Inc. (Ninjavaan), Pasig , Oct 2017 – Aug 2025

- Supervised and coordinated daily operations, ensuring efficient workflow and task completion among team members.
- Handled staff scheduling and performance monitoring to maintain productivity and accuracy.
- Conducted address verification to ensure proper delivery and minimize return-to-seller incident.
- Performed bashing and sorting of address to appropriate destinations for faster dispatch.
- Prepared and submitted daily and weekly reports to management, summarizing operational performance, issues and improvements.
- Maintained accurate documentation and supported process improvements to enhance logistics efficiency.

Administrative Assistant

First Imperial Cargo, Paranaque, 2016 – 2016

- Assisted in the processing of employee benefits and government contributions including PhilHealth, SSS, and Pag-IBIG requirements.
- Prepared and submitted payment summaries and supporting documents to ensure timely remittance of employee benefits.
- Handled filing and documentation of HR and administrative records in compliance with company policies.
- Supported general office operations such as preparing reports, managing correspondence and assisting staff inquiries.
- Maintained confidentiality and accuracy in handling employee and company information.

CHARACTER REFERENCE

Rizza Rey

Team Leader

0946 004 0029

Malen Vasquez

Supervisor

0916 486 1405