

MARK ANTHONY G. VISCARA

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OBJECTIVE

To be able to work in a more fulfilling and financially rewarding career.

CORE COMPETENCIES

Supply Chain Management, Supervisor, Microsoft Excel, PowerPoint, Word, Outlook, Inventory Clerk, Logistics Management. Operation of GOLDesp, Micros, Retail Pro and Jupiter point of sale software

EXPERIENCE

ITC (Integrating Technology and Culture) Subcontractor with S.H.E. Combined Company, Kuwait

Junior Supply Technician Lead

September 01, 2021, up to February 28, 2022

Job Duties:

- Scan and document items that arrive in the warehouse ensuring that received items are undamaged.
- Document shipment details of items that are leaving the warehouse.
- Lift and carry items where necessary.
- Developing a strategic material plan for the warehouse.
- Supervising the supplies when they arrive at the warehouse.
- Inspecting the documents at the warehouse.
- Preparing all the shipping documents of the respective products.
- Checking the documents before the material leaves the warehouse.
- Offering technical assistance to the team members as and when required.
- Issuing receipts for the items.
- Overseeing the cleaning and maintenance of the warehouse.
- Performing a variety of warehouse duties.
- Identifying any inventory imbalances.
- Updating parts catalog in the system with the correct information using FEDLOG.
- Reporting all the supply activities to the higher management.
- Providing coordination and direction to the team members.
- Adhering to the rules and regulations of the warehouse.
- Ensures that all employees are always in compliance with all established Safety Policies and Regulations.
- Perform other administrative tasks as determined by the Supervisor or at the direction of the Supply Manager.

Supply Technician

April 2019 – August 2021

Job Duties:

- Counts, sorts incoming material to verify receipt of items on requisition or invoices.
- Examines stock to verify quantity or conformance to specifications. Store material in bins, on the floor, on shelves, or in containers according to identifying information
- Fills orders or issue supplies from stock. Prepare periodic, special, or perpetual inventory of stock.
- Compiles reports on use of stock handling equipment, adjustments of inventory count and stock records, damage, or shelf life to stock, location changes, and denial of shipments.
- Marking identifying codes, figures, or letters on articles, using labeling equipment

- Adjusts articles carried in stock. May determine methods of storage, identification, and stock location, considering temperature, humidity, height and weight limits, turnover, floor loading capacities, and required space.
- Maintains inventory and other stock records, using computer terminal. Designated according to material, equipment, or product stored, i.e., Retail or wholesale items.
- Receives, store, and sort unserviceable equipment and supplies for disposal
- Ensures that all employees are always in compliance with all established Safety Policies and Regulations.
- Always ensure safeguarding all Army Property and Equipment.
- Perform other administrative tasks as determined by the Supervisor or at the direction of the Supply Manager.

GDIT (General Dynamics Information Technology)

Subcontractor with ASMACS, Kuwait

Integrated Logistic Support (ILS) Research Assistant

November 2016 – March 2019

Job Duties:

- Performing requisitioning and receiving procedures of parts, supplies, and equipment, utilizing Army automated computer programs (GOLDesp and other related programs).
- Processing information retrievals using Material Management System Databases.
- Performing clerical and physical work. Maintaining accountability and inventory controls on all received shipments and conduct inventories.
- Investigating stock/record/material discrepancies affecting inventory balances.
- Performing physical inventory counts, material inspections and location survey checks, as well as updating unrecorded locations where stock is present.
- Managing material management activities and systems involved in requirements determination, inventory control, storage and issues of parts and supplies.
- Collecting, receiving, marking, sorting, stacking, distributing, and inventories supplies, materials, equipment, parts, or other articles.
- Locating and selecting material, supplies, tools, equipment, parts, or other articles from stockroom, warehouse, storage bins, or other related areas.

HUGO BOSS (Serb Fashion Company), Kuwait

Warehouse Supervisor

May 2013 – November 2016

Job Duties:

- Moves inventory by scheduling materials to and from warehouse; coordinating inventory transfers with related departments.
- Oversees the checking of all deliveries against the packing sheet and any discrepancies are noted.
- Oversees the update of the computerized purchase order with the delivery details.
- Maintains inventory by conducting yearly physical counts; reconciling variances; inputting data.
- Ensures stock is only placed into storage once approval has been provided by Quality Control
- Oversee the preparation of all merchandise prior to delivery to the stores
- Carry out regular checks to ensure that the store picks have been performed correctly
- Oversee the accurate processing of all returns, transfers and damaged merchandise.
- Supervise daily cleanup and general housekeeping of warehouse.
- Maintain safe working conditions and procedures
- Delivers supplies and equipment to departments by receiving and transferring items.
- Maintains storage area by organizing floor space; adhering to storage design principles; recommending improvements.
- Accomplishes warehouse and organization mission by completing related results as needed.

Kuwait Food Company (AMERICANA) Kuwait

Krispy Kreme Doughnuts

Shift Supervisor

September 2009 – May 2013

Job Scope:

- Supervise the Team Members
- Monitor Team Members' performance
- Ensure that Team Members perform according to the Concept's standards
- Ensure all products were prepared as per quality standards
- Distribute workflow between Team Members, resolve any problems or misunderstanding that may occur
- Coordinate with the RGM or Ordering Manager in receiving raw materials
- Participate in Labor Scheduling
- Participate in handling Cost Control and Cash Management System
- Participate in handling Customer Complaints
- Participate in orienting and training Team Members to develop their performance
- Spread spirit of fun, teamwork and dedication with all Team Members
- Ensure safety and security procedures, and see to it that all staff are following these rules
- Ensure that all staff have valid health certificates and residency permits
- Performs the duties of the Restaurant Manager in absence of the latter
- Could be assigned for extra tasks by his immediate superior

Crew Member

December 2006 – August 2009

Job Scope:

- Maintain QSC (quality, service, cleanliness) standards
- Ensure customer satisfaction
- Perform and follow in accordance with concept standards

Main Duties:

Production Specialist:

- Responsible for producing high quality standard doughnuts
- Troubleshooting and repair in case of machine failure
- Follows all duties and responsibilities being one of the reliable employees within work premises
- Ensuring all products including raw materials are always available
- Communicates to Managers all concerns regarding production
- Maintaining a clean and sanitized work area

Cashier, Showcase and lobby person:

- Welcomes all customers, takes orders and gives them fast, accurate, quality, clean and friendly service
- Responsible for Customer Relations

Philippine Pizza Inc. (Pizza Hut)

SM Supercenter Sucat, Philippines

Team Member

November 2003 - December 2006

Production Crew Trainer

- Trains all new staff regarding all standards in Pizza Hut

Back of the House Expert

- Knowledgeable about all standards within production area concerning products

Dough Master

- Ensuring dough is in a high-quality standard

Make-person

- Responsible for making good, quality standard pizza and other products

Inventory Representative

- Responsible for the inventory of all assets of the store that includes the daily, weekly, monthly, and year-end inventory

Dishwasher

- Responsible in cleaning and sanitizing all food contact equipment and materials

EDUCATION

Dr. Filemon C. Aguilar Memorial College, Las Pinas City *graduated* **April 2003**

- Bachelor of Science in Business Administration Major in Banking and Finance

Paranaque National High School, Paranaque City *graduated* **March 1999**

Polong Elementary School, Pangasinan *graduated* **March 1995**

TRAININGS AND SEMINARS ATTENDED

Production Expert Training, Pizza Hut, Philippines	20 January 2004
Dough Expert Training, Pizza Hut, Philippines	05 April 2004
Running a Shift Training, AMERICANA, Kuwait	August 2010
Shift Management Training Program, AMERICANA, Kuwait	May 2011
Certified Training Professional, Krispy Kreme Doughnuts, Kuwait	12 December 2012
HAZCOM 2012 / GHS Training Course, GDIT, Kuwait	21 November 2016
GOLDesp General User/Mobile Warehousing Training, GDIT, Kuwait	01 December 2016
Hazardous Material Training, ITC Defense, Kuwait	18 November 2020

OTHER INFORMATION

Age	39
Date of Birth	March 27, 1983
Civil Status	Married
Religion	Roman Catholic
Height	5ft. 7in.
Weight	76 kgs.
Languages Spoken	English, Filipino and basic Arabic

PERSONAL REFERENCES

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