

Jhaizzel Louies Mallari

872-730-24

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Singapore

PROFESSIONAL SUMMARY

Accomplished Assistant Warehouse Manager offering more than 10 years of expertise in supervising and managing warehouse operations. Versed in logistics and warehouse management, vendor relationship management, and shipping documentation. Currently, managing the scheduling and work-related training for a group of 5 material handlers, including drivers. Switched all staff to new barcode scanner system that produced efficiency through automation and upgrade.

WORK EXPERIENCE

Assistant Warehouse Manager

Mar 2014 - Present

QUAYSIDE FOOD MANUFACTURING PTE LTD • Singapore

- Responsible for assisting the Warehouse Manager in the successful and efficient flow of production work.
- Promoted safety policies and practices among staff, enforcing appropriate handling and use of equipment and products.
- Assist with and oversee all work that is set-up during the day.
- Keep inventory current at all times.
- Assist in coordinating all inbound and outbound container shipments, equipment maintenance, preparing the shipment and receiving documents.
- Loading/unloading vans and freight trucks with the forklift.
- Deliver and pick up products as needed, operate Company Vehicles when necessary.
- Maintain designated work areas and arrange as needed; ensure orderly and safe conditions at all times.

STOREKEEPER EXECUTIVE

Mar 2011 - Feb 2014

THE QUAYSIDE KITCHEN PTE LTD • Singapore

- Handled day-to-day ordering, receiving, inspecting, returning, unloading, shelving, packing, labeling, and pricing.
- Operated standing forklift and pallet jack to load and unload materials to and from trucks and around the warehouses.
- Coordinated driver dispatch to accomplish daily delivery requirements.
- Checked physical inventory through regular cycle counts and conducted full audits to trace and correct discrepancies.

SENIOR SUPERVISOR

Apr 2007 - Feb 2011

QUAYSIDE SEAFOOD RESTAURANT | • Singapore

- Supervised efforts of teams within 150 guest capacity restaurant, ensuring timely and

- quality servicing of guests.
- Effectively scheduled and allocated assigned team in alignment with operational and customer needs.
- Carried out day-to-day duties accurately and effectively.

EDUCATION

BACHELOR of Science in HOTEL AND RESTAURANT MANAGEMENT Jun 2001 - Mar 2007
National College of Science and Technology • Dasmarinas, Philippines

SKILLS

- Handling a Fast-Paced Environment - Effective Problem Solving Skills
- Ensuring Efficiency and Safety - Warehouse Management System
- Managing Inventory - Inventory Management, Inventory Control
- Operational Skills - Organizational Skill, Detailed Oriented, Time Management, Shipping and Receiving, Forklift Operation, Trucking and Auto Delivery
- Supervisory Experience - Communication Skills - Oral and Written, Interpersonal Skills, Adaptability
- Customer Service
- Data Entry

PROFESSIONAL CREDENTIALS

- SINGAPORE DRIVING CLASS 3

AWARDS AND HONOURS

SERVICE AWARD 2018
Quayside Food Manufacturing Pte Ltd, Singapore

EMPLOYEE OF THE YEAR 2010
Quayside Seafood Restaurant, Singapore