

ANGELO MUNAR

OPERATION ASSISTANT



CONTACT

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SKILLS/ EXPERTISE

Driving Skills Class 3 Drivers License

Logistics & Supply Chain

Stocks (Inventory)

Communication Skills

Time Management

Ability to Multitask

Microsoft Office

Inventory and Warehousing
Management

LICENSE

*Singapore - Class 3 Drivers License
valid until December 2026*

EDUCATION

City of Malabon University

**Bachelor of Science in Business
Administration Major in Management**

June 2005- April 2009

EARIST

**Bachelor of Engineering in Electronics
and Communication**

June 2003 - March 2005

PROFESSIONAL SUMMARY

Experienced, highly organized operation assistant and driver with excellent multitasking and task prioritization abilities, strong communication skills with over 7 years extensive experience in logistic and warehousing industry. Enthusiastic, friendly and with the ability to efficiently manage multiple projects while adhering to strict deadlines. Exceptional problem-solving abilities, creativity, and the ability to work both independently and as part of a team. Always dependable, flexible, a multi-tasker and enjoys working in a fast-paced environment. Familiarity with Singapore roads and clean track driving records.

WORK EXPERIENCE

Operational Supervisor

Ban Choon Marketing Pte Ltd (Singapore)

July 2020 - August 5,2024

- Responsible for ensuring the quantity and quality of fresh produce meet standards before being posted for sale.
- Perform record-keeping and monitor stock movement control for vegetables and fruits in a warehouse.
- Actively keep tabs on discrepancies and report issues to operations promptly. - Conduct monthly stock takes to update inventory levels and create order checklists for designated store areas. - Supervise store hands when required to ensure proper maintenance and handling of produce. - Monitor prepared items for quality and quantity, ensuring that goods are loaded and unloaded efficiently.
- Maintain a systematic storage of products for ease of access and inventory control.
- Maintain a fresh and clean work environment by performing regular housekeeping tasks. - Possess excellent organizational and management skills to manage job duties with maximum productivity and customer satisfaction.
- I am a skilled driver who delivers fresh produce to supermarkets. I prioritize safety and quality, carefully planning routes and handling paperwork for on-time deliveries. With years of experience in transporting perishable items, I am a dependable professional in the food distribution industry.

Boarding Officer

Seven Seas Maritime Services (Singapore) Pte Ltd.

Nov.2019 - June 2020

- Prepare items for loading in a warehouse, ensuring that all necessary documents are accurate and complete.
- Double-check the loading list or number of pallets to ensure that all items are loaded correctly to avoid potential problems.
- Collaborate with vessel crew to search and check supplies to ensure a smooth and fast loading process.
- Report any returns or off-land items to operations and purchaser and cooperate with the warehouse to locate missing items.
- Collect cash from master for goods delivered and provide driving and delivery services to other companies, ports, and shipyards.
- Provide support during loading procedures if needed to ensure efficient and seamless loading of all items.
- Actively work as a team player, handling tasks with attention to detail and efficiency to meet the needs of the organization.

ANGELO MUNAR

OPERATION ASSISTANT



PROFESSIONAL RELEVANT EXPERIENCE

- **Highly skilled in storage and inventory**
- **Excellent work ethic and time management skills to complete jobs efficiently with minimal oversight.**
- **Physically fit to handle loading and unloading of products.**
- **Ability to operate forklift**
- **Excellent customer service skills**
- **Proper food handling, packing, crating and receiving goods**
- **Class 3 Singapore license**

CERTIFICATE

Food & Safety Hygiene

Aestheticar PTE LTD

Jan. 08, 2023

WORK EXPERIENCE

Boarding Officer / Warehouse Supervisor

Eagle Marine And Trading Pte. Ltd. (Singapore)

Aug. 2016 - Nov. 2019

- Maintained up-to-date records of stock items, regularly checked them to ensure sufficient vessel supply
- Handled receiving orders from local and international suppliers, ensuring correct and intact items and goods according to order.
- Diligently wrapped goods and items as necessary for safe transport and delivery
- Skilled in inquiring about and purchasing ship's stores, and preparing all required documents for transactions and supplies to the vessel
- Obtained customs permits for off-landed items from the vessel's request
- Capable of collecting money and delivering private orders within the vessel, and picking up items from other suppliers and companies
- Able to maintain a positive attitude and work long and irregular hours to meet the organization's needs

Anti Collusion Agent

BAYVIEW TECHNOLOGIES INC.

Feb 2013 - July 2016

- Ensure fair play and integrity within gaming environments
- Check all player's games for potential collusive activities with attention to detail
- Manage player's information updates and withdrawals for seamless gaming experiences
- Conduct thorough investigations into allegations of fraud or abuse committed by clients against our company
- Analyze relevant evidence and documents to identify the overall fact pattern of claims
- Prepare and coordinate field assignments to obtain further relevant evidence and information as required

Shuttler / Driver

LBC EXPRESS INC.

Dec. 2009 - Jan. 2013

- Segregate and organize cargoes for efficient delivery to their respective destinations
- Ensure that all accepted cargoes are turned over to the airport/hangar with appropriate fees collected and deposited
- Conduct meticulous checks of all manifest for accuracy and completeness
- Ensure that all items are accounted for and scanned properly based on tracking numbers
- Possess extensive experience in reviewing manifests to prevent mis-routed and lost packages
- Utilize expertise and attention to detail to benefit any cargo handling team.

Room Attendant / Housekeeping

Eurotel Company

June. 2009 - Nov.. 2009

- Replenishes all supplies in unit.
- Notes and communicates any noted damage, extra dirty units, or lost and found items to the Supervisor.
- Shampoos and vacuums all carpets, hallways and guest rooms.
- Cleans all areas of guest room.
- Special projects and other duties may be assigned as needed.
- Provides towel and trash exchange daily.
- Maintain proper working relationships within the department and with other operating departments on property.