

## **Meliberto E. San Felipe**

Flat 12 Bldg. 3900 Rd. 2158 Gudaibiya  
melibertosanfelipe@gmail.com  
33269692



### **Objectives**

Seeking employment that will help me utilize my skill and abilities in a professional environment. To come up with innovative ideas and concepts, that assists the growth of the company.

### **Work Experience**

#### **Inbound-Outbound Officer/Store Keeper**

##### **Alaa For Industries (AFI)**

**November 2017 to present**

- Maintain receipts, records, and withdrawals of the stockroom
- Inspect deliveries for damage or discrepancies; report those to Quality Control for reimbursements and record keeping
- Keep updated inventory records (including daily shipments)
- Verify receipts and confirm purchase contents and orders are complete
- Create and maintain a detailed inventory list of all inbound, outbound and current supplies
- Process inbound and outbound stocks through Inventory Software (**BAAN**)

#### **Warehouse Supervisor**

##### **Sun and Sand Sport Warehouse Supervisor**

**December 2015 to May 2017**

- Process inbound and outbound stocks through Inventory Software (**WMS** and **SAP**)
- Supervise and assist in daily warehouse and shipping areas including: Filling and shipping customer orders, satisfying internal shipping requirements (technical service, vendors, etc.), ensuring accuracy of shipments and supporting documentation, receiving incoming material and routing to appropriate area or personnel, filling work orders from production, packaging assemblies and receiving into finished goods, ensuring inventory transactions are accurately logged and overseeing cycle counts and reconciliation activities.
- Measuring and reporting the effectiveness of the department activities.
- Developing and maintaining departmental work instructions for all tasks.
- Establishing or adjusting work procedures to meet warehouse demands as dictated by production schedules and work flow.
- Interpreting company policies to workers and enforcing safety regulations.
- Recommending measures to improve quality of service, increasing efficiency of department and work crew and equipment performance.
- Continuously improve warehouse operations through the use of lean enterprise practices.

#### **Stock Controller**

##### **Sun and Sand Sports**

**November 2014 to December 2015**

- Ensure all inventory and stock management systems are maintained accurately, within the agreed parameters and in a timely manner.
- Maintain a process for returns. Manage a defined area in the storeroom for returns/credits. This area will include damaged and un-saleable goods.
- Oversee and assume responsibility for the POS system and the Electronic Ordering Systems.
- Observe correct stock receiving protocols.
- Complete all necessary stock takes.

- Maintain the storeroom and the allocation of space for stock. Ensure the storeroom meets SOP regulations

### **Shift Supervisor**

#### **Magic Island Shift Supervisor**

**November 2011 to July 2014**

- Provide information about facilities, entertainment options, and rules and regulations.
- Resolve customer complaints and respond to requests for information.
- Select, supervise, train, and evaluate assigned staffs for appropriate customer service.
- Monitor work activities to ensure compliance with established policies and procedures
- Monitor activities to ensure adherence to rules and safety procedures, and arrange for the removal of unruly patrons.
- Participate in the selection of part-time recreation staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Establish schedules and methods for providing recreation services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
- Record details of attendance, sales, receipts, reservations, and repair activities.
- Responsible for cashier sales declarations and daily income tally and deposits.

### **Head of Events/Redemptionist/Operator**

#### **Magic Island**

**July 2004 - September 2011**

- Sell tickets and collect fees from customers.
- Clean sporting equipment, vehicles, rides, booths, facilities, and grounds.
- Operate, drive, or explain the use of mechanical riding devices or other automatic equipment in amusement parks or recreation areas.
- Verify, collect, or punch tickets before admitting patrons to venues such as amusement parks and rides.
- Direct patrons to rides, seats, or attractions.

### **Skills**

- 
- Knowledge in MS Office
- Coordination
- Reading Comprehension
- Critical Thinking
- Instructing
- Learning Strategies
- Service Orientation

### **Education**

College 2001-2003  
System Technology Institute  
Dagupan City, Pangasinan Philippines

Secondary 1997-2001  
Tubao National High School  
Tubao, La Union Philippines

Elementary 1991-1997  
Agoo West Central School  
Agoo, La Union Philippines

### **Language**

Tagalog (Native)  
English (Bilingual oral and written fluency)

Arabic (Oral)

## **References**

### **Layla M. Janahi**

Director-CSR  
Viva Telecom  
33011331

### **Rajesh V. Pillai**

Operation Manager  
Sun and Sand Sport  
39244675

### **Sami A. Aziz**

Warehouse Operation Manager  
Alaa For Industry  
+973 366746135