

Mark Anthony F. Jaleke



EXPERIENCE

The Gaisano Malls — *Supermarket Warehouse and Selling Area Operations Supervisor*

November 2022 – November 2024

Warehouse Management

- Supervise and coordinate all warehouse activities and operations
- Manage warehouse staff, including training, evaluation and discipline
- Ensure warehouse space is utilized effectively
- Ensure compliance with safety regulations and warehouse best practices
- Handle complaints related to warehouse management

Stock transfer management

- Process stock transfer requests accurately and in a timely manner
- Ensure that all stock transfer activities comply with regulatory requirements
- Maintain an accurate database of all stock transactions
- Verify the validity of stock transfer requests and resolve any discrepancies
- Communicate with internal stake holders to resolve any issues related to stock transfers

Team Support

- Provide support to staff and management as needed

Collaborative Industrial Revolution Inc. — *Finance Manager*

September 2017 – March 2021

Financial Management

- Presents financial statements, business activity report and forecasts
- Monitoring financial details to ensure that legal requirements are met.
- Reviewing financial reports and seeking ways to reduce costs
- Helping management make financial decisions
- Working with auditors to ensure proper compliance

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SKILLS

Organization
Leadership
Decision Making
People Management
Data Entry Skills
Writing and Communication
Dependable
Reporting Skills
Planning and Organizing
Adaptability
Able to work without supervision

AWARDS

Al Corniche Club Employee of the Month Award

Al Corniche Club Employee of the Year Nominee

LANGUAGES

English, Tagalog and intermediate Arabic

- Ensuring cash flow is appropriate for the organization's operations

Staff management

- Setting clear goals and expectations
- Manage conflict
- Organization of staff tasks
- Set team motivation and inspiration

Asset management

- Procurement and implementation of assets
- Emphasis of regular maintenance, proper usage and efficiency of an asset

Marketing Support

- Collaborate with the Marketing team to promote financial advantage

Al Corniche Club Resort and Spa Kuwait — *Junior Accountant*

October 2015 – September 2017

Assist Senior Accountant

- Assisting in the preparation of the financial reports
- Maintaining and creating organized and up to date financial records
- Working with bookkeeping software
- Update accounts payable and perform reconciliations
- Update accounts receivables and issue invoices
- Post and process journal entries to ensure business transactions are recorded
- Assist in the processing of balance sheets, income statements and other financial statements according legal and company guidelines
- Assist with reviewing of expenses and payroll and etc.

Store room management

- Post and process store orders
- Maintain inventory of the products, order stocks as needed
- Maintain a clean and orderly warehouse environment
- Receive and release store products

Al Corniche Club Resort and Spa Kuwait —*Senior Captain Waiter*
March 2008 – October 2015

Operations management

- Managing a team of waiters
- Oversee the set-up and clean-up of dining area
- Communicate with kitchen staff to ensure food quality and consistency
- Handle customer complaints to ensure customer satisfaction
- Train new staff ensure they follow restaurant policies
- Manage inventory and order supplies as needed
- Maintain clean work environment and ensure all health and safety protocols are followed

EDUCATION

University Of the Immaculate Conception , Davao City
Philippines — *Bachelor of Science in Electronics and
Communications Engineering*
June 1998- March 2002

REFERENCE

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