

Weoi Shyong Lee

Mr

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PROFESSIONAL SUMMARY

Dedicated Operations and Warehouse professional with extensive experience in inventory management, logistics coordination, and team supervision. Proven track record in maintaining 100% stock accuracy, managing international shipping documentation, and optimizing warehouse storage systems.

CORE COMPETENCIES

- Inventory Control: Barcode generation, monthly stock takes, and discrepancy resolution.
- Logistics: UBS System proficiency, invoice handling.
- Compliance: Safety monitoring, food hygiene standards, and machinery maintenance.

Work Experience

Grab Driver

GRAB Sdn Bhd-Selangor

October 2023 to Present

- Providing reliable transportation services following the closure of a family business.

Self Employed

Selangor

January 2021 to January 2023

- Managed daily operations of a family hawker business to support parents during health challenges.
- Handled procurement and cost management until the business closed due to rising raw material costs.

Warehouse Executive

LSK Mattressworld Sdn Bhd-Klang

April 2019 to March 2021

- Managed stock intake from production and suppliers, ensuring 100% system accuracy.
- Implemented barcode systems for incoming inventory to streamline tracking.
- Coordinated with logistics teams to ensure timely delivery of goods to customers.
- Executed monthly stock takes to maintain inventory integrity.

Warehouse Executive

Kienward Hardware Sdn. Bhd.-Shah Alam

October 2014 to March 2019

- Control and maintain record of all stock transactions.
- Ensuring good housekeeping of the working area.
- Plan, organize, monitor and control to ensure a good and safe storage system.
- Delivery order and invoice handling through UBS system.
- Stock Purchasing
- Arrange and dealing with shipping forwarding company in delivering stock to East Malaysia .

Plant Supervisor

LLC Rimbunan Hijau Russia-Russia

February 2012 to February 2014

- Control and maintain record of all stock transactions.
- Ensuring good housekeeping of the working area.
- Monitor and coordinate with Russia contractor and China contractor

Warehouse executive

Kienward Hardware Sdn Bhd-Shah Alam

January 2011 to February 2012

- Control and maintain record of all stock transactions.
- Ensuring good housekeeping of the working area.
- Plan, organize, monitor and control to ensure a good and safe storage system.
- Delivery order and invoice handling through UBS

Sales Executive

Apex Knowledge Sdn. Bhd.-Shah Alam

July 2009 to August 2010

- Customer relationship building
- Research the market and related products
- Presenting the product in a structure professional way face to face
- Meeting arrangement with potential customer to boost company income

Service Supervisor

Don Kaiten Japanese Restaurant-Klang

June 2004 to June 2009

- Planning, recruit and training for service staff.
- Resolve customers complaints.
- Prepare daily and monthly sales report.
- Inspect restaurant cleanliness by ensuring the sanitary practices on food handling and personal hygiene are followed.
- Stock level checking to ensure smooth daily operation.
- Prepare cost control report to minimize costs and maximize revenue.
- Schedule maintenance for restaurant equipment and machinery.
- Restaurant menu and promotion planning.

Education

Liberal Art (STPM)

SEKOLAH MENENGAH KEBANGSAAN TINGGI KLANG

April 2002 to April 2004