



DARWIN SALOM Jr.

Mob. No. +974 7716 7394, +974 3323 3072

Email add.: darwinsalom29@gmail.com

EDUCATION:

Bachelor of Science
in Nursing, Our Lady
of Fatima University –
Lagro Campus,
Philippines, 2010

NATIONALITY:

Pilipino

LANGUAGES:

English
Tagalog

CURRENT ADD:

Building 46 Zone 34
Street 903 Madinath
Kalifa South, Doha
Qatar

Visa:

Sales Executive
(Transferrable)

PROFESSIONAL EXPERIENCE:

Sales Man

Gulf Food & Fruit Center
September 2022 – present

Duties & Responsibilities

- Assist customers in finding their choice of items or escort them to the right shelves.
- Stock shelves following the supermarket's policies and make sure that any out-of-stock product is informed to the supervisor.
- Answer customers' queries regarding products and deliveries.
- Ensure that any damaged or expired products are reported and removed from shelves.
- Perform cashier duties by handling cash, credit, and check payments.
- Attach pricing labels to items before placing them on shelves.
- Ensure that the produce section is replenished with fresh items continuously.
- Receive delivery of supermarket merchandise and make sure that all items are stored and stacked properly.
- Keep a complete track of the number and type of sales performed each day.

PMSD Administrative Assistant cum Store Receiver

Department of Environment & Natural Resources, Philippines
January 2016 – January 2021

Duties and Responsibilities:

- Receives Procurement Management Section, PSMD complete, accurate, approved and signed documents of items procured for delivery;
 - Receives PS and Non-PS Deliveries and pick-up ordered items in PS-DBM;
 - Prepares Request for Inspection (RFI), Notice of Delivery (NOD), Inspection and Acceptance Report (IAR) of delivered/picked-up items;
 - In charge of all FASPS-related Materials Handling Section transactions;
 - Updates and maintains Bin Card (BC);
 - Assembles and releases Requisition Issue Slip (RIS) to end-user/s for withdrawal of supplies;
 - Prepares memorandum and communications to all offices in regard with the items delivered.
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Residents Caregiver

April 2011 – November 2015

Singapore, Singapore

Duties and Responsibilities:

- Assists residents with activities of daily living, including bathing, dressing, grooming, toileting, transferring, and getting to and from activities and meals according to the individual service plan.
- Initiates and participates in leisure activities provided for residents as described in the activity calendar and encourages residents to socialize and participate in planned activities or programs to develop friendships with other residents.
- Assists residents with medication as defined in medication procedure; assists or supervises residents who self-administer the medication; follows physician orders and state laws to administer medications to residents who cannot self-administer their medications; and exhibits an understanding of and follows medication policies and procedures.
- Maintains a clean, safe, and orderly environment for the residents; performs general housekeeping; and follows cleaning schedules for resident laundry, bedrooms, dining area, living space, bathrooms, kitchen, and other areas.
- Follows proper procedures in emergencies and responds promptly and positively to resident requests for assistance.