



RUCELLE Y. MANGYAO

VISUAL GRAPHICS DESIGN | VISUAL MERCHANDISER
RECEIVING CLERK | ENCODER/BUSINESS CYCLE
CLUB DJ | LENDING COLLECTOR



ABOUT ME

Seeking a position that will utilize my fullest potential that will give opportunities to enhance my skill personality and career growth and will give benefits and salaries that will commensurate with my abilities and qualifications and base of own experience.



CONTACT



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St. bin Mahmoud Doha
City of Qatar



PERSONAL INFO

AGE : 33
BIRTHDAY : 12th February 1991
PLACE OF BIRTH : LUT-OD
PINAMUNGAJAN
CEBU, PHILIPPINES
RELATIONSHIP : SINGLE
NATIONALITY : FILIPINO



EDUCATION

TERTIARY

VISUAL GRAPHICS DESIGN | 2018 JAN - 2018 JUNE
Information Technology Program (DOLE OWWA) Doha Qatar

WINDOWS OPERATING SYSTEM | 2017 JUN - 2017 DEC
Information Technology Program (DOLE OWWA) Doha Qatar

SECONDARY

LUT - OD NATIONAL HIGH SCHOOL | 2007 - 2008
Lut -Od Pinamungajan, Cebu City Philippines

PRIMARY

LUT - OD NATIONAL ELEMENTARY SCHOOL | 2003 - 2004
Lut -Od Pinamungajan, Cebu City Philippines



WORK EXPERIENCE

MAF CARREFOUR HYPERMARKET QATAR

ADDRESS: CARREFOUR VILLAGIO, CARREFOUR EZDAN AL-WAKRA, & 5 BRANCH CARREFOUR EXPRESS

VISUAL GRAPHICS DESIGNER | DEC 2018 - JAN 2024

Innovative and deadline-driven Graphic Designer with 5 years and 9 months of experience designing and developing user-centered digital/print marketing material from initial concept to final, polished deliverable.



PERSONAL SKILLS

Teamwork	■ ■ ■ ■ ■
Creativity	■ ■ ■ ■ ■
Innovation	■ ■ ■
Communication	■ ■ ■ ■ ■
Presentation	■ ■ ■ ■
Motivation	■ ■ ■ ■ ■



COMPUTER SKILLS



Adobe Illustrator



Adobe Photoshop



Adobe After Effects



Adobe InDesign



Adobe Audition



CorelDraw



Virtual DJ



MS Power Point



MS Word



MS Excel



FL Studio



Sony Vegas
(Video Editing)



Serato DJ
(Controller)



WORK EXPERIENCE

MAF CARREFOUR HYPERMARKET QATAR

ADDRESS: CARREFOUR DAR AL SALAM MALL ABU HAMMOUR

RECEIVING CLERK | APRIL 2016 - JUNE 2018

A receiving clerk 2 years and 2 months experience works in the shipping and receiving department of a company, and is responsible for accepting, inspecting, stocking, and transferring deliveries. The job description of a receiving clerk involves a close attention to detail, the ability to use inventory software, and strong organizational skills.

MAF CARREFOUR HYPERMARKET QATAR

ADDRESS: CARREFOUR DAR AL SALAM MALL ABU HAMMOUR

STORE CLERK/BUSINESS CYCLE 2018 JULY - DEC 2018

Exceptional communicator with 6 months experience interacting with customers, answering phone calls, handling sales transactions and cash, and assisting with inventory and merchandising. And Create the purchasing order from the supplier. Stocks alignment or adjustment in the system, versus actual on the display in selling area. Assisted with upgrade of facility by rearranging shelving and merchandise

GREEN CROSS INCORPORATED

ADDRESS: SVI SM HYPERMARKET CONSOLACION CITY; SAVEMORE BASAK MANDAUE CITY; GFM MALL TALISAY CEBU CITY; PACIFIC MALL SUPER METRO GAISANO MANDAUE CITY

VISUAL MERCHANDISER | JULY 24, 2012 - NOVEMBER 31, 2015

Skilled Merchandiser with 4 years of experience designing eye-catching displays and floor layouts that generate foot traffic and boost sales. Anticipates trends to strategically promote new products or based on price, popularity and style.

Communicate the Product regarding prices quantity, Expiration date, etc. Checking the availability of stocks, Ensure the quality of the product, its status, and appearance before displaying. Checking and analyzing the sale of the products, keeping important documents regarding the product such as, receipts order slips etc. Purchase Order & Invoice, apply FIFO, FEFO, monitoring shelf tags.

CLUB LOTTO'S & WOW CLUB

ADDRESS: WOW CLUB BASAK MANDAUE CITY

CLUB DJ'S/DISC JOCKEY (DJ) | JAN 28, 2014 - MARCH 31, 2016

A disc jockey plays music for a wide variety of audiences and purposes. A disc jockey works at a radio station, a nightclub, on an independent basis, or through any variety of environments. They maintain a fundamental understanding and appreciation of music, which plays into their ability to do well within their job.

GO-CASH LENDING INVESTOR

ADDRESS: GK-CHUA BLDG. SANCIANGKO ST. CEBU CITY

LENDING COLLECTOR | FEBRUARY 2011 - SEPTEMBER 2011

Monitor accounts to identify outstanding debts. Evaluates new and existing customers creditworthiness; extends and/or revokes credit lines/limits. Investigate historical data for each debt or bill Find and contact clients to ask about their overdue payments. Take actions to encourage timely debt payments. Process payments and refunds. Resolve billing and customer credit issues. Update account status records and collection efforts. Report on collection activity and accounts receivable status