

## GARRY MUNGICAL GONZALES

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Address: Madinat Khalifa South, Doha, Qatar

**WITH OWN CAR AND DRIVING LICENSE**



COMPANY: AL MARKHIYA CORNER TRADING AND SERVICES

VISA STATUS: (SELP EMPLOYED / FREELANCE)

DATE EMPLOYED: 19 January 2023 to Present

### Objectives:

A suitable position with an organization, where I can utilize my skills, knowledge and experience a place where an encourage and permitted to be an active participant as well as vital contribute on the development of the company.

### WORK EXPERIENCE:

ISM MART Commercial for trade in clothes – Sales Associate

Date : December 03, 2023 to present

MARK & SPENCER – Men's ware temporary Staff – Part timer

DATE : October 27 2023 to November 30, 2023

Duties and responsibilities:

- Replenishing merchandise in the show room.
- Steaming and folding items in store to increase visual appeal.
- Assist customer's question about sizing and accessories.
- Provide exceptional customer service by greetings, answering inquiries and offering relevant items and other availing items.
- Ensures that the fitting rooms are always cleared.

OTHER ACTIVITIES:

- Transporting relatives / friends from their homes to work places (vice versa).
- Transporting foods or items orders online from my online business.
- Do part time / temporary works called by friends, usually in restaurants.
- Collecting room rents from our villas room for rent around Madinat khalifa south, Bin Omran, Duhail and New Salata.
- Depositing cash to the Bank as payment to Qatari's Villa.

COMPANY: JAWAHER OPTICS

POSITION: OPTICAL TECHNICIAN / SALES

DATE EMPLOYED: 01 December 2021 TO 31 December 2022

DUTIES AND RESPONSIBILITIES:

- Assembling eyeglasses according to the customer's Doctor prescription.
- Repair eyeglasses to adhere the warranty we've given to the customer.
- Cooperate with team members to achieve overall store goals and enhance the customer experience to build long term customer relations.
- Handle the invoicing process over the system (TOLPIT) to adhere Jawaher Optics selling standards and to contribute for more efficient sales tracking records.

COMPANY: SALAM STUDIO AND STORE

POSITION: Warehouse Office Assistant

DATE EMPLOYED: 16 March 2018 to November 18, 2021

DUTIES AND RESPONSIBILITIES: Warehouse Management System (ORACLE)

- Received shipments from our supplier companies (physically and by system)
- Process in WMS all the daily requisition / customer's order for our daily deliveries
- Process in WMS all customers' returns (Saleable or Damaged) and put to their designated location in daily basis.
- Conducting weekly stock inventory and submit to our warehouse manager as notifications that our stocks are tally otherwise, I have to investigate and resolve the issue in any way.
- Submit a monthly damage report to our warehouse manager and attached with my recommend report to avoid accumulating disposal items in the area that may cause unusual smell since my section is perishable goods.

- Sending and replying emails to concern department for every issue that may hamper our daily operations.
- Print Salam Sales Invoice for every processed order.
- Act as a section in-charge in the absence of supervisor.
- Can operate lift machines (Forklift).

COMPANY: HONDA CARS PHILIPPINES, INC. Calamba, Laguna. Philippines

POSITION: Manufacturing Associate

Date: March 2009 to 2015

**DUTIES AND RESPONSIBILITIES:**

- Receives, Stores and inventory items.
- Check incoming shipments of stock by comparing items name and identification numbers with receiving reports, by opening, counting and visually checking contents of containers.
- Reports damaged items.
- Store items at established locations and set up specific locations for new items, considering the factor of uses, size, shape, weight and similar nomenclature of items.
- Tagging of particular locations and quantities for stock locator records.
- Counting items on hand, searching missing items, recording and reporting to supervisors / manager.
- Responsible to provide high quality merchandise assembly, installation at service work or at customer locations.
- Communicate with area manager at the beginning and end of shift.
- Complete work task as indicated in the work list.
- Order parts using the online order system.
- Fill out necessary information for billing purposes.

**EDUCATIONAL ATTAINMENT:**

**Philippine College of Criminology**

Sales St. Quiapo, Manila. Philippines

Bachelor of Science and Criminology

(2003-2007) **Tertiary**

**Zambales Academy**

San Narciso, Zambales. Philippines

(1992-1996) **Secondary**

**T. R. Yangco Memorial School**

San Antonio, Zambales. Philippines

(1985-1991) **Primary**

**PERSONAL INFORMATION:**

**Date of Birth:** January 05, 1979

**Place of Birth:** San Antonio, Zambales. Philippines

**Age:** 44 years old

**Height:** 192 cm

**Weight:** 85 kgs

**Religion:** Roman Catholic

**Civil Status:** Married

**Nationality:** Filipino

**Language Spoken:** Filipino, English and Basic Arabic.

*I hereby certify that the above information's are true and correct to the best of my knowledge and belief.*

**Garry M. Gonzales**