



ARIEL C. ENCARNACION

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PROFESSIONAL EXPERTISE:

Administration ----- Staff Support ----- Customer Service ----- Team Leadership ----- Client Services

SKILLS: Driving ----- Teamwork ----- Problem Solving ----- Flexibility ----- Adaptability

PROFESSIONAL SUMMARY:

THE PEARL AND WAFFLE MILKTEA CAFÉ

Philippines

Owner

January 2019 – October 2021

Business Closed due to Pandemic

YouTube (Content Creator)

Philippines

January 2020 – Present

- Create, produce, edit, shoot, direct, and script high-quality video to promote certain products and Services.

YT Channel: Good taste by Yael

SMILE DENTAL LABORATORY

Doha, Qatar

Driver/Dental Sales Representative

November 2015 – June 2018

Duties and Responsibilities:

- Day-to-day pick up of clients and staff and drive them to any point of destination and events.
 - Assisting dental offices with technology, products, equipment and services.
 - Daily responsibilities are to reach out to dentists, oral surgeons, and other specialist and supply them with tools and merchandise to help their patients.
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LBC EXPRESS CARGO

Doha, Qatar

Cargo Associate/Driver

September 2013 – October 2015

Duties and Responsibilities:

- Take orders from customers and arrange pick up of freight and cargo for delivery to loading platform.
 - Ensures that Handheld/Notice of Delivery is available.
 - Conduct piece count for shipment are properly accounted for.
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- Report any discrepancies in the shipment immediately to the team heads and pre-delivery associates.
- Responsible for sorting the shipments by sequence of route.
- Responsible for proper handling of cargoes being loaded and unloaded.
- Responsible for checking the information of the shipment such as completeness of the address and communications with the origin team or consignee with given contact details if in case there is confusion on the address.

HARDWARE WORKSHOP

Quezon City, Philippines

Inventory Clerk

December 2007 – June 2010

Duties and Responsibilities:

- Maintaining and updating records of the outlet.
- Counting materials, equipment, merchandise or supplies in stock.
- Reporting discrepancies between physical counts and computer records.
- Distributing or stocking merchandise.
- Receive and inventory stock.
- Other various duties assigned.

MANDARIN ORIENTAL MANILA

Makati City, Philippines

Room Attendant

March 2005 – August 2007

Duties and Responsibilities:

- Visit guest rooms to make beds, run the vacuum, and empty the trash bin and exchange used of towels and linens.
- Responsible for preparing the room for the next guest.
- Replenished toiletries, toilet papers, coffee and tea and any other complimentary items. Also taking inventory of the minibar to bill guest for anything consumed and re-stock anything that was taken.
- Ensure that all appliances and electronics such as hair dryers, television, heating and cooling elements are functional.

PROFESSIONAL SKILLS: Computer literate, with wide experienced in driving, excellent customer service skills.

EDCATIONAL BACKGROUND: COLLEGE GRADUATE OF BACHELOR OF SCIENCE IN HOTEL AND RESTAURANT MGMT.

PERSONAL DETAILS:

Visa Status: Family Visa

Qatar Driving License No.: 28060820547

Phils. Driving License No.: N-25-09-009886

Youtube Channel: Good Taste by Yael