



RICHARD R. TORRIJOS

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OBJECTIVE:

To work hard and attain career excellence by working in an organization and willing to provide the opportunities as well as the challenges to achieve this goal while using my experience or any available position which will fit my qualification.

Dedicated and committed to growing and expanding business.

PERSONAL

DATE OF BIRTH: April 3, 1974
PLACE OF BIRTH: Sta. Cruz Laguna, Philippines
NATIONALITY: Filipino
VISA STATUS: Working Visa Transferable
DRIVING LICENSE: Qatar Driving License

SKILL / QUALIFICATION

Team player, Coordination, Time Management, Reporting Skills, Inventory Control, Documentation Skills, Equipment Maintenance, Data Entry Skills, and Dependability, Driving Skills, Troubleshoot Computer.

WORK EXPERIENCE

SEHAPRACTO

Digital Platform/Mobile Application

Position: Sales Executive

February 2023-up to present

Blue Polygon Commercial Complex Salwa Rd.

Duties & Responsibilities:

- Visiting Clinics/Medical Centers encourage them to avail our platform
- Answer client query about the product specification and users
- Delivers presentations on the company's products and services
- Make telephone calls for follow-up and in-person visit
- Presenting product/ service demonstrations to the client
- Educating customers on the product and services
- Take feedback from customers and share it with support teams
- Respond to incoming email and phone enquiries
- Act as a contact between a company and its existing and potential markets
- Maintain and develop relationships with existing customers in person and via telephone calls and emails

SWAN GLOBAL

V2X Installation Logistics Directorate/SSWA

POSITION: Warehouseman

July 2022 – February 2023

Bldg.# 110 U.S. Army Base, Camp Al Sailiyah, Qatar

Duties & Responsibilities:

- Sets and maintains inventory levels to support all aspects
- Receiving of incoming items/materials from properties for turn-in
- Received and verifying turn-in items/materials
- Ensure that all documents items/material for turn-in are in the packing list
- Ensuring that the warehouse is kept clean and safe at all times
- Safely and efficiently performs assigned processes to meet the logistics activities
- Assisting with loading and unloading of turn-in items
- Coordinating day-to-day warehouse activities with the warehouse supervisor
- Driving vehicles, loading and unloading materials
- Inspect and maintain vehicle supplies and equipment, such as gas, oil, water, tires, lights, or brakes, to ensure that vehicles are in proper working condition.
- Report vehicle defects, accidents, traffic violations, or damage to the vehicles.
- Drives vehicles for the purpose of transporting orders and materials to designated si

EDUCATION

TERTIARY: Interface Computer College
COURSE: Computer Programming
Iloilo City, Philippines

SECONDARY: Saint Catherine
Parochial School
Leon Iloilo, Philippines

PRIMARY: Leon Elementary School
Leon Iloilo, Philippines

THE BRIDGE CO.

QATAR BASE OPERATIONS SUPPORT SERVICES

POSITION: Warehouseman

February 2022 – June 2022

MASS & CO CONTRACTING & SERVICES

QATAR BASE OPERATIONS SUPPORT

SERVICES POSITION: Warehouseman

November 2021-February 2022

Bldg.# 301 U.S. Army Base, Camp Al Sailiyah, Qatar

Duties & Responsibilities:

- Receive and process warehouse stock products (pick, unload, label, store)
- Perform inventory controls and keep quality standards high for audits
- Communicate and cooperate with supervisors and coworkers
- Follow quality service standards and comply with procedures, rules and regulations
- Contributes to team effort by accomplishing related results as needed
- Ensure that all items are checked for damage /discrepancy
- Assist in loading and unloading of trucks
- Label and store received items in appropriate storage places
- Check/Inspect material receive, validate materials against the invoice, Proper Quantity, Compare/verify materials against Purchase Order.
- Stock replenishment items are properly stocked according to locations.
- Sort items according to their types and sizes and ensure that the items in proper location
- Enforce security and safety rules in order to ensure best safety practices around the warehouse
- Pack materials and items in designated crates and boxes and seal and label them properly
- Issue or distribute materials, products, parts, and supplies to customers or coworkers, based on information from incoming requisitions.
- Prepare orders according to instructions in time for delivery and/or pickup
- Issues materials/items.
- Processing in Maximo.

WORLD ATLAS TRADING CO. W.L.L

POSITION: Admin Assistant/Purchaser

March 2015- May 2021

DOHA, QATAR

Duties & Responsibilities:

- Provide information by answering questions and requests
- Schedule and coordinate staff and other meetings
- Collate and distribute mail
- Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Maintain computer and manual filing systems
- Coordinate repairs to office equipment
- Provide general support to visitors
- Responsible for sourcing, negotiating, and processing of materials purchased as well as prices and payment terms and conditions.
- Answering all inquiries and ensure queries responded in a timely manner
- Responsible in the preparation of local LPOs (Local Purchase Order).
- Check/Inspect material receive, validate materials against the invoice, Proper Quantity, Compare/verify materials against

SEAL AND GO**POSITION: Sales Cashier****HAMAD INTERNATIONAL AIRPORT**

August 2014-February 2015

Duties & Responsibilities:

- Greet and assist customers; answer questions and provide information to the public.
- Handle all customers with the highest standards of Customer Service
- Operated the cash register for receiving cash in exchange of items sold and tendering credit card transactions
- Process all sales transactions, voids and refunds promptly and within procedural guidelines
- Accurately verify merchandise quantities, descriptions, and costs.
- Suggest items in addition to the purchased ones to boost sales
- Keep shelves well stocked and ensure rotation on a regular basis
- Prepare and record information including closing receipts and balances, account payments, and cash receipts and balances.
- Prepare and balance cash register receipts daily; prepare cash for next shift.
- Keep the selling area clean, neat and organized.
- Cleaning shelves counters & etc. as needed.

AL ITTIFAQ ENGINEERING AND CONSULTANT**POSITION: Office Secretary/Document Controller****DOHA, QATAR**

November 2008 -November 2011

Duties & Responsibilities:

- Implement standard procedures for receiving, dispatching, distributing & filing of documents being handled in the section
- Filing/Storing and data maintenance in such manner that Information should be available for all concerned persons at any time.
- Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
- Maintain the files and control logs as required by the project.
- Maintaining a standard system of project filing (both manual and computerized), enabling easy reference of all project letters/documents instantly.
- Updating, receiving, compiling and preparing reports/statement of incoming and outgoing correspondence, all types of documents including Subcontractor approvals.
- Material approval etc. And submitting to the top management and submitting to the top management as and when required.
- Submitting file documents and drawing to municipality for approval.
- Include preparation, submission and follow-up of documents, sample related to project to Municipality for their approval. Routing/distributing of documents as per company procedures & requirements in Expedition.
- Provides administrative support for that division such as answering the phone, assisting client.