

## **ALLAN MINGOA MENES**

Address : Street 24, Gate 151, Industrial Area,  
Doha, State of Qatar

Mobile Number : +974 55358233

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### **Objective:**

To secure responsibility in an organization which will give me an opportunity to utilize my creativity, apply my interest, expand my knowledge, develop my potential in various aspects that will help me to grow in the company and offer opportunities for personal and professional growth.

### **Work Experience:**

#### **Sales Representative**

Nestle / Al Manhal Water Factory

Building 46, Street 7, Zone 81

From September 12, 2021 – Up to present

Duties and Responsibilities – Warehouse Assistant

- Present and Promote and Sell Nestle Product
- Perform Cost-benefits and needs analysis of existing and potential customer to meet their needs.
- Establish, develop and maintain positive business and customer relationship
- Generate Sales

#### **Warehouse Assistant**

Venture Gulf Engineering

Mobilized in Qatar Shell GTL Plant-Ras Laffan Industrial City

From November 17, 2015 – September 2021

Duties and Responsibilities – Warehouse Assistant

- Receive incoming materials
- Check materials quantity versus delivery note.
- Support in warehouse daily operation.
- Conduct materials inventory.

- Assist documentation or paper works from warehouse channeling to supervisors.
- Maintain checklist for vehicle used in the warehouse daily before operation.
- Observe 12 Life Saving Rules specific for safety driving inside and outside the plant.

### **Operations Supervisor**

Best Choice Free Zone

Dubai, United Arab Emirates

May 2002 to April 2005

Duties and Responsibilities

- Supervised 50 personnel.
- Monitored materials at site. Ordered when less quantity at site.
- Ensure safety of all employees.
- Reported any issues at site.
- Prepared progress report.
- Meetings with buyers & contractors.

### **Educational Attainment:**

**Tertiary**

**La Salle College**

Antipolo City

BS Commerce Major in

Entrepreneurship

**Secondary**

**Romblon National High School**

Romblon, Romblon

**Primary**

**St. Joseph College**

Quezon City

### **Achievements/Extra Curricular:**

- President – Nayong Silangan Homeowners Association
- President (Student Council) – La Salle College
- Leadership Award – La Salle College

### **Seminars and Workshops**

- Entrepreneurship Seminar – World Trade Center
- Leadership Training – “Return to Vaugirad” (La Sallian Leadership Training)
- First National La Sallian Youth Congress (Luzon) La Salle Greenhills
- First General Assembly Federation of La Sallian Institution – Lipa City

## **Skills and Abilities**

- Data-gathering and data-entry
- Proficient in English and Tagalog (Knowledge some Arabic Language)
- Computer literate
- Certificate of competency in Qatar defensive driving (QISC-Qatar International Safety Center)
- With valid Qatar driver's license

## **Character Reference:**

### **Richard Marydasan**

Warehouse Supervisor  
Ras Laffan Industrial Area  
Al-khor, Doha, State of Qatar  
Mobile number: +97470292155

### **Jessie B. Serran**

Shift Manager  
Qatar Shell GTL - Ras Laffan  
Mobile Number: + 974 66927544

*I hereby certify that the above statements and details are true and correct to the best of my knowledge.*

**ALLAN MINGOA MENES**