

# Manuel M. Alvarado Jr.

MADINAT KHALIFA NORTH DOHA QATAR

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## OBJECTIVE:

To be able to secure position in a highly respected company which requires good performance and service in which I could offer the best of my knowledge and experience and at the same time capabilities and responsibilities for my welfare as well as the company.

## EMPLOYMENT HISTORY:

### **MARAKEZ TRADING COMPANY**

**Position:** Sales Representative

**Duration:** Feb. 2020 to Present

As a Sales Representative

- ✓ Know the product inside and out.
- ✓ Identifying potential clients, generating leads, and converting them
- ✓ Make contact with new and existing customers to discuss their requirements.
- ✓ Emphasize product features to demonstrate how they answer consumer concerns.
- ✓ Answer product-related inquiries.
- ✓ Prepare sales agreements and negotiate prices and terms.
- ✓ Collaborate with people from a variety of industries.
- ✓ Maintain customer contact lists and follow up with them to keep the connection going.

### **DARWISH HOLDING CO.( 51,EAST)**

**Position:** Sales Representative (Indoor/outdoor sales)/Merchandiser

**Duration:** Feb. 2013 to 2020

## Duties and Responsibilities:

As a Merchandiser

- ✓ Merchandisers are responsible for ensuring that products appear in the right store at appropriate time and in the correct quantities
- ✓ This involves working closely with the buying teams to accurately forecast trends,
- ✓ In smaller companies, the same person may be responsible for both buying and merchandising.
- ✓ Merchandisers play a key role within organizations, as profitability can be affected by how successfully they undertake their work

**KUDU CORPORATION**, Doha, Qatar

**Position:** Day-In-Charge Supervisor

**Duration:** February 2004 to 2012

**Duties and Responsibilities:**

- ✓ Responsible for Day-In-Charge Supervisor:
  - Responsible for creating schedules and monitoring employee hours.
  - Ensures that the restaurant has what it needs to operate this includes ordering food for the kitchen and planning menus.
  - This means checking the daily receipts and tracking income.
  - Being aware of the restaurant's cash flow, to ensure that the bills and payroll can be met.
  - To suggest or employ plans to bring in more income, either through promotions or menu changes.
- ✓ Besides an extensive knowledge and experience with food, the Supervisor must be organized and capable of handling complex logistics. Knowledge of accounting or the basics of money management is helpful as well.

**KUDU CORPORATION**, Doha, Qatar

**Position:** Encoder for Oracle System

**Duration:** January to July 2010

**Duties and Responsibilities:**

- ✓ Compiles and conduct inventory count, hard copies and ensure proper documentation of stocks.
- ✓ Responsible for the receiving of data, receipts and transactions of the company.
- ✓ Responsible in encoding schedules and employee hours

**SM BACOR**, Cavite, Philippines

**Position:** Store Keeper

**Duration:** 2002 to 2003

**Duties and Responsibilities:**

As a Store Keeper

- ✓ Shipping and receiving goods.
- ✓ Issuing of stock and inventory control.
- ✓ Inspects the materials before receiving and reports it and then takes proper action to put the materials in store.
- ✓ Gathers information about the vendors and verifies the receipt and issuing of materials along with some purchasing duties as we well.

**KUDU CORPORATION**, Saudi Arabia

**Position:** Service Crew Leader

**Duration:** April 1998 to 2000

**Duties and Responsibilities:**

As a front liner crew

- ✓ Meet and greet customer cordially
- ✓ Taking orders and conduct suggestive selling
- ✓ Ensure Customer Satisfaction

As a kitchen crew

- ✓ Prepares food as per standard cooking instruction of company
- ✓ Check status of customer order, making sure it's serve hot and on time
- ✓ Ensure sterilization of utensils, hygienic maintenance
- ✓ Responsible for store stock supplies
- ✓ Responsible for on time stock delivery
- ✓ Maintain store cleanliness
- ✓ Conducts stock taking and monthly inventory

As a Dine-In Crew

- ✓ Attend to the need of customers; supply them foods and drinks as per their demand.
- ✓ Prepare and decorate the tables for a meal, receive customers' orders and meet it with a great seriousness.
- ✓ Clean up before, after and during the servings.
- ✓ Apprise the customers with available variety of foods presenting a menu.
- ✓ Remove the dishes from the table and clean the tables and chairs.

**WILKIN'S BOTTLING CORPORATION**, Cavite, Philippines

**Position:** Quality Controller

**Duration:** March 1996 to February 1998

**Duties and Responsibilities:**

As a Quality Controller

- ✓ To ensure that the product being sold is not in any way harmful or defective.
- ✓ As for food and water, it's to ensure there's nothing rotten, infected, or otherwise unhealthy in the food and that it is completely edible and drinkable.

## SKILLS

- ✓ **Driving** – Can drive manual and automatic cars as well as 4, 6 wheel.  
With driver license here in Doha

## EDUCATION BACKGROUND:

### **DON HONORIO VENEVENTURA COLLEGE ARTS and TRADE**

2 Years in **Diploma Technology**, Bacolor, Pampanga  
1995-1996

### **MEGABYTE COLLEGE OF SCIENCE AND TECHNOLOGY**

2 years in **Computer Technician**, Guagua, Pampanga  
1997-1998

### **SAN ROQUE DAU HIGHSCHOOL**, Lubao, Pampanga

Secondary and Primary Education  
1984 -1994

## PERSONAL INFORMATION:

Birth Date : September 23, 1977  
Civil Status : Married  
Citizenship : Filipino  
Height : 5'8  
Passport No. :P3672823A  
Birth Place : San Roque, Dau 1<sup>st</sup>, Lubao, Pampanga  
Religion : Catholic  
Language : Tagalog, English, Arabic  
Weight : 160 lbs.

## CHARACTER REFERENCE:

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

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**MANUEL M. ALVARADO JR...**

Applicant