

# RODEL R. RILLORTA

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## SUMMARY OF QUALIFICATION

- Excellent interpersonal skills and communication skills both oral and written
- Strong work ethics and ability to work within a team environment
- Highly engaged and motivated, requiring little direction and capable of working on own initiative
- Dedicated and focused; able to prioritize and complete multi task

## PROFESSIONAL EXPERIENCES

**JULY 7, 2021-PRESENT**

**Challenger Rent Car**

Doha, Qatar

**DRIVER**

- Provide passengers with assistance entering and exiting vehicles, and help them with any luggage.
- Safety and responsibly transport the guest from airport to hotel (from time to time) to and from various location, including meetings, appointments and events.
- Maintain the cleanliness and excellent of the assign assigned vehicle.
- Plan and organize efficient to optimize travel time.

**November 5, 2019-September 1, 2021**

**POGO Clark**

Clark, Pampanga

**Company Driver**

- In-charge for pick-up and dropping of staff (Accommodation-Office)
- Maintain the cleanliness and excellent of the assign assigned vehicle.
- Plan and organize efficient to optimize travel time.

**February 2, 2012- February 23, 2014**

**GENERAL NUTRITION CENTER (ARMAL QATAR)**

Doha, Qatar

**Company Driver/ Delivery Driver**

- Sending staff on their designated GNC store
- Delivery of stocks to every (GNC) branch order

**November 6, 2009- November 12, 2011**

**KUDU RESTAURANT**

Riyadh, Kingdom of Saudi Arabia

**Service Crew/ Delivery Driver**

- Make preparations of vegetables such as lettuce, onion, green and bell pepper etc.
- Checks and receives stock deliveries from warehouse such as meat, core cylinder, French fries etc.
- Receives phone call orders

**August, 2007- May, 2009**

**EVFC TRANSPORT INC.**

Sto. Domingo II, Capas Tarlac

Delivery Crew/ Driver (Nestle Ice Cream)

- Checks stock before leading
- Prepares stock according to sales invoice
- Checks invoice if complete before leaving
- Makes sure that the stocks were delivered to customers

**March, 2006- April, 2007**

**FULL LINE DISTRIBUTOR, INC.**

Ramar Village, San Agustin, City of San Fernando, Pampanga

**Salesman (RFM)**

- Daily activity report
- Driving with L-300 closed van
- Willingness to learn with the ability to work well in a team
- Attentive to details
- Make delivery stocks to customer
- Update and monitor stocks in the closed van truck
- Takes purchase to the outlet

**July 30, 2005- February 15, 2006**

**BESTLUCK CORPORATION**

Gardenia St., San Isidro Village, City of San Fernando 2000, Pampanga

**Warehouse Crew/ Delivery Crew**

- Checks and receives stock deliveries from principal; see to it that all items enumerated in the sale invoices are accurately noted in the delivery report
- Updates and monitors stock on hand inventory
- Prepares stock for delivery according to areas assigned for loading schedule
- Assists the warehouse (weekly/monthly cycle) inventory of all the principal accounts and submit the lists of inventory stocks to the Inventory Clerk
- In charge of receiving and dispatching the stocks to the Inventory Clerk
- In charge of receiving and dispatching the stocks (bad or good) and make the corresponding credit memo
- Maintain the good housekeeping of the warehouse which includes:
  - Proper layout of stocks in the pallets and segregation of stocks per section
  - Implement first in the first out of method (FIFO)
  - Proper stocking of SKU's to avoid damages; and
  - Regular cleaning to maintain cleanliness in the surrounding
- Issue merchandising materials came from the principals for promotional determination; and
- Performs other duties as may be assigned by the Finance Adm. Officer

**August, 2002- June 30, 2005**

**557 CORPORATION**

Gloria I, Sindalan, City of Fernando, Pampanga

**Storage Team Leader**

- Monitors stock on hand for inventory
- Prepares stock for delivery according to areas assigned for loading schedule
- Maintains the good housekeeping in the warehouse which includes
  - Proper layout of stocks in the pallets and segregation of stocks per section
  - Implement first in the first out of method (FIFO)
  - Proper stocking of SKU's to avoid damages; and
  - Regular cleaning to maintain cleanliness in the surrounding

**EDUCATIONAL BACKGROUND**

Secondary	Manaoag National High School 1994-1995
Primary	Baritao Elementary School 1990- 1991

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Applicant's Signature