



RODOLFO P. GALANG, JR.

Al Sadd, Doha, State of Qatar

Mobile #: +974-55274451

Email add: jhungalang06@gmail.com

Qatar Driver's License : 27960819650

CAREER PROFILE

Capable, efficient, multi-skilled and delivering performance within set time limits. Looking for Full time or Part time Job as Secretary/Clerk/Document Controller, Receptionist, any computer related job and salesman. Possess excellent communication, interpersonal, analytical, problem solving and time management skills with vast exposure in Administrative works and Computer literate. Well-organized and quick learner with ability to effectively prioritize job responsibilities and meet deadlines.

PROFESSIONAL EXPERIENCES

PRIVATE DRIVER

Freelance Visa

Doha, State of Qatar

April 2017 – June 2024

Duties and Responsibilities:

- ❖ Safely transport personnel to and from designated locations.
- ❖ Maintain a clean and well-maintained vehicle at all times.
- ❖ Adhere to all traffic laws and regulations while driving.
- ❖ Plan and manage efficient routes to ensure timely arrivals and departures.
- ❖ Assist with loading and unloading of luggage, packages, and other items as required.
- ❖ Monitor vehicle maintenance and schedule regular servicing and repairs.
- ❖ Keep accurate records of mileage, fuel consumption, and any incidents or accidents.
- ❖ Ensure the safety and security of passengers and their belongings.
- ❖ Provide excellent customer service and maintain a professional demeanor at all times.
- ❖ Maintain confidentiality and discretion regarding the personnel.

DOCUMENT CONTROLLER/ OFFICE ASSISTANT /COORDINATOR

Kineetics Development & Transport Co.

Doha, State of Qatar

June 2013 – March 2017

Duties and Responsibilities:

- ❖ Coordinate all activities related to the document control procedure, including technical document, drawings and commercial correspondence.
- ❖ Input document data into the standards registers ensuring that the information is accurate and up to date
- ❖ Typing of site documents and follow up all the site needs
- ❖ Maintain the files and control logs as required by the project
- ❖ Make sure that controlled copies of latest approved document and drawings are given to the appropriate staff, subcontractors and suppliers as applicable.

WAREHOUSE SUPERVISOR

Publicis Interbrand Inc.
Quezon City, Philippines
April 2009 to March 2011

Duties and Responsibilities:

- ❖ Supervises and coordinates activities of hourly administrative support and warehouse workers concerned with receiving, storing, inventorying, and shipping materials in the warehouse or yard.
- ❖ Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees, planning, assigning and directing work
- ❖ Organize inbound and outbound shipments while maintaining a positive flow between the office and general warehouse.
- ❖ Perform other duties assigned by immediate superior

SALES STAFF

Publicis Interbrand Inc.
Quezon City, Philippines
November 2005 to March 2009

Duties and Responsibilities:

- ❖ Store keeping, cashiering, merchandising
- ❖ Manual encoder
- ❖ Provides good customer relation
- ❖ Perform other duties assigned by immediate supervisor
- ❖ Maintaining the goods and organize display
- ❖ Receiving deliveries and checking the item completely
- ❖ Perform other duties assigned by immediate supervisor

MERCHANDIZER

Publicis Interbrand Inc.
Quezon City, Philippines
June 2003 to November 2005

Duties and Responsibilities:

- ❖ Received deliveries and checking the item completely
- ❖ Removing all expired item
- ❖ Checking the date of expiration and the date of manufactured
- ❖ Maintaining a good condition of item and organize display
- ❖ Responsible for assisting and attending the customer needs
- ❖ Ensuring of availability of all products that customers need

DATA ENCODER

Publicis Interbrand Inc.
Quezon City, Philippines
December 2001 to May 2003

Duties and Responsibilities:

- ❖ Encoding Incoming and Outgoing delivery
- ❖ Greeting customers
- ❖ Provide good customer relation
- ❖ Responsible for cleaning and maintaining the store premises
- ❖ Responsible for trouble shooting and analyzing the problem of computer and laptop.
- ❖ Responsible for maintaining the good condition of all computers and laptop

EDUCATIONAL BACKGROUND

Tertiary : Bachelor of Science in Commerce (Under Graduate)
Holy Cross College
Pampanga, Philippines
1996 to 1997

Secondary : Holy Cross College
Pampanga, Philippines
1992 to 1996

SKILLS AND STRENGTH

- ❖ Proficient in MS office and computer literate
- ❖ Ability to provide a polite, caring and timely service
- ❖ Coordination and collaboration skills
- ❖ Adaptable to work in multi-national environment and Team Player
- ❖ Fast, self-motivated and enthusiastic with good attitude

TRAININGS AND AWARDS

Title : Warehousing Management and Inventory Control
Conducted by : Publicis Interbrand, Inc.
Year Conducted: 2001

Title : Call Center Agents
Conducted by : Goldgates Academy
Year Conducted: 2009

PERSONAL INFORMATION

Date of Birth : 06 August 1979
Nationality : Filipino
Status : Married
Visa Status : Company Sponsorship with NOC
Qatar Driver's License : 27960819650