



NAZIR DUNGCA CUACHON

Address: Street 820 Zone 25 Al Mansoura, Doha, Qatar

EDUCATION

EAST CENTRAL COLLEGES

Lagundi, Mexico, Pampanga
SECONDARY School Year
1999 – 2003 (Diploma)

HOLY ANGEL UNIVERSITY

Angeles City, Pampanga
Information Technology
COLLEGES School Year
2003 – 2006 (Undergraduate)

WORK EXPERIENCE

Warehouse Supervisor, Transind Wholesaler

Ras Abu Abboud, Doha, Qatar
February 1, 2021 – May 4, 2023

- Supervise warehouse staff and daily activities.
- Supervises and coordinates activities of workers engaged in receiving, transporting, stacking, order filling, shipping and maintaining stocks records.
- Managing, evaluating and reporting on warehouse productivity.
- Tracking and coordinating the receipt, storage and timely delivery of goods and products.
- Checking orders, bills, items received, inventory and deliveries.
- Maintaining records, reporting relevant information and preparing any necessary documentation.
- Ensure that the products and supplies are high quality and good expiration dates.

Data Encoder, National Bureau Investigation

City of San Fernando Pampanga Philippines.
2016 till 2019

- Accurately and efficiently encode all data that needs organizing and recording.
- Confirm that entered data accurately aligns with original documentation.
- Organize and maintain original documentation.
- Input, track and maintain all encoded data and records.
- Assisting applicant by taking biometrics, photo before saving all data's from the system.

OBJECTIVE

To be able to contribute my knowledge and skills in my chosen profession field of work by working with great sense of responsibility, dedication and hard work for personal development and to contribute in the future growth of the company.

PERSONAL INFORMATION

Nationality : Filipino
Language : English, Tagalog
Basic Hindi

VISA Status :

Transferable Visa with NOC &
VALID DRIVER LICENSE IN QATAR

CONTACT

PHONE:
33342615- 30844477

EMAIL:
cuachonazird@gmail.com

Warehouse and Receiving area Manager, French Department Store
Galleries Lafayette (Dubai Mall)
F&B, Retail and Department Store
June 2010 – May 2015

- Maintains receiving, warehousing and distribution operations by initiating, coordinating and enforcing program operational and implementing personal policies and procedures.
- Maintains warehouse staff job by coaching, counseling, disciplining, monitoring and appraising job results.
- Receiving email regarding the order from the store manager and preparing the packing list.
- Preparing orders, transfer, warehouse shipments for posting and validating on the system.
- Supervise daily receiving foods and non-food items.
- Checking the quality and the quantity are accurate and correct according to the invoice.
- Receiving the documents regarding the deliveries what we received from the suppliers.
- Dispatching deliveries to the customers and coordinating to the company drivers.
- Creating shipping documentation for carriers.
- Making sure products are picked and stacked to the highest standards.

SKILLS

- Prioritization and time management
- Teamwork
- Customer Service
- Office Administration and Secretarial Management
- Ability to work in high-pressure environment.
- Team Management skills and Organizational
- Warehouse Operations
- Leadership Skills

I hereby certify that the above information is true and correct to the best of my, Knowledge and belief.

NAZIR D. CUACHON
Applicant