

Raian Toribio Palencia

Personal Summary

A highly organized detail-oriented individual who has extensive in-depth experience.

Possesses the highest degree of integrity supported by a flawless record of maintaining confidentiality, excellent verbal and written communication skills, quick learner, adaptable to changing situations and flexible about working overtime.

Work Experience:

Driver – Alfardan Jewellery

December 2021-present

Duties:

- Responsible for transporting high-end jewelry and watches to the store.
- Delivered items to the VIP Customers.
- Picking up office purchases or other administrative needs.
- Picking up staff and driving them to the store assignment.
- Perform vehicle inspections and basic maintenance, reporting any issues promptly.

Mobile Merchandiser - Benina Food Qatar

November 2020-November 2021

Duties:

- Maintains store shelves by observing displays of company products, removing damaged or freshness-dated products, tidying store shelves, and providing optimum display of products.
- Maintains inventory by restocking shelves with product from inventory, observing inventory levels, prompting store management to reorder when levels appear low, and arranging for return and credit for damaged products.
- Helps field sales representatives with special promotions by setting-up displays at aisle ends, checking daily on special promotions, observing customer reaction to special promotions, forwarding observations to management, and removing promotions at end of special promotion period.



Mansoura, Doha Qatar



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With Qatar Driving License

Freelance Driver
February 2019 –October 2020

Office Assistant - Kensington Real Estate
February 2018 –February 2019

Duties:

- Serving coffee or beverages to the guests or staff.
- Organizing and maintaining electronic and paper files and managing projects.
- Assisting other administrative staff in wide range of office duties.
- Helping the receptionist or secretary in performing their duties.

Food Server - Talia Marie
December 2017–February 2018

Duties:

- Greet customers warmly and direct them to their tables.
- Take food and beverage orders and enter them into our system in a timely fashion.
- Provide attentive service to customers by refilling drinks as needed and checking in during meals.
- Promptly address customer service issues and refer customers to management when necessary.

Transportation Coordinator – Khayyat Contracting & Trading
October 2011 – March 2014

Duties:

- Ensure to dispatch all company drivers
- Ensure to receive all phone calls from drivers any hour in day.
- Review and arrange all transportation paperwork inclusive of driver logs, DVIR's, trip reports and invoices.
- Review driver's hours properly and submit apt timecards to payroll.

