



RODOLFO JR GALANG

SECRETARY/CLERK/DOCUMENT CONTROLLER, RECEPTIONIST,
COMPUTER RELATED JOB, SALESMAN



Al Sadd, Doha, State of Qatar, Doha,
Qatar



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ABOUT ME

Versatile professional adept in administration, seeking to contribute my advanced organizational, communication, and technical skills to a dynamic team. Eager to apply my proven ability to manage multiple tasks efficiently and meet tight deadlines in a full or part-time capacity.

EDUCATION

BACHELOR OF SCIENCE IN COMMERCE (UNDER GRADUATE)

Holy Cross College /
Pampanga /
1997

SKILLS

MS OFFICE

VIDEO EDITING SOFTWARE

DRIVING MANUAL
TRANSMISSION

LANGUAGE

ENGLISH

WORK EXPERIENCE

FREELANCE VISA

Doha
Sep 2020 - Present

Private Driver

- Ensured safe and reliable transport for personnel by adhering to all traffic laws and regulations.
- Maintained a clean, well-serviced vehicle to ensure optimal performance and reliability.
- Executed strategic route planning to guarantee timely arrivals and departures.
- Provided exceptional customer service, prioritizing passenger satisfaction and security.
- Managed luggage and packages, ensuring smooth loading and unloading.
- Kept detailed records of mileage and fuel consumption, maintaining operational efficiency.
- Upheld confidentiality and discretion in all personnel activities.

ALI BIN ALI

Doha Qatar
Apr 2017 - Aug 2020

Merchandizer

- Optimize inventory to ensure timely stock availability.
- Coordinate with sales for seamless defective goods returns.
- Ensure delivery accuracy aligned with purchase orders.
- removing at selling area all of SKU's to be expired 3 months before
- Enhance customer experience with quality product displays.

KINEETICS DEVELOPMENT & TRANSPORT CO.

Doha
Jun 2013 - Mar 2017

Office Assistant/Coordinator/Document control

- 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.

PUBLICIS INTERBRAND INC.

Quezon City
Apr 2009 - Mar 2011

Warehouse Supervisor

- Supervises and coordinates activities of hourly administrative support and warehouse workers concerned with receiving, storing, inventorying, and shipping materials in the warehouse or yard.

PERSONAL DETAILS

Date of birth

06 Aug 1979

Nationality

Filipino

Visa status

Company Sponsorship with NOC

Marital status

Married

COURSES

WAREHOUSING MANAGEMENT AND INVENTORY CONTROL PUBLICIS INTERBRAND, INC.

JAN 2001

CALL CENTER AGENTS GOLDGATES ACADEMY

JAN 2009

SMALL ENGINE REPAIR TESDA

APR 2010

DRIVING LICENSE

Driving license category

27960819650

PUBLICIS INTERBRAND INC.

Quezon City
Nov 2005 - Mar 2009

PUBLICIS INTERBRAND INC.

Quezon City
Jun 2003 - Nov 2005

PUBLICIS INTERBRAND INC.

Quezon City
Dec 2001 - May 2003

- 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

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

● Merchandizer

- Efficiently manage inventory levels, ensuring all SKUs are available at the right time and place.
- Optimize inventory levels for timely stock availability.
- Ensure accurate delivery checks against purchase orders.
- Coordinate returns for defective goods with sales team.
- Maintain product quality and organize customer-friendly displays.

● Data Encoder

- 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.