

# Flogoric M. Balagot



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Doha, Qatar**

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## □ Education

Associate in Information Technology  
Colegio de Dagupan, Philippines  
2001 – 2003

### **Secondary**

Daniel Maramba, National High  
School  
Pangasinan, Philippines  
1997 – 2001

### **Primary**

Ednas Elementary School  
Pangasinan, Philippines  
1991 - 1997

## □ Personal Details

Nationality: Filipino

## □ Languages

ENGLISH  
Native or Bilingual Proficiency

FILIPINO  
Native or Bilingual Proficiency

## OBJECTIVES

- To be employed in a Company which can maximize my skills and enhance my potential in pursuing my goal.
- To engage in a career that will allow for progress in terms of expertise, socio-economic development and through exposure to new ideas for professional growth, as well as growth of the company.

## EXPERIENCE

### Driver/Messenger / LightOn for Design Trade and Business W.L.L – Doha, Qatar

August 1, 2022 – Present

- Receive and pick up packages, documents, messages, and other items, and deliver them to specified recipients or locations.
- Collect Cheque payment from customer's and deposit in the Bank.
- Obtains required signatures and/or payments at time of delivery.
- Maintains accurate records related to the receipt and delivery of packages, documents, messages, and other items.
- Performs other related duties as assigned.

### Shuttle Bus Driver / Vectrus/ BOSS Contract Camp Assaliyah, U.S Army Base – Doha, Qatar

October 18, 2016 – Present

- Follow a planned route according to a time schedule.
- Pick up and drop off passengers at designated Locations.
- Obey traffic laws and state and federal transit Regulations.
- Follow procedures to ensure passenger safety.
- Perform basic maintenance (check the bus tires,

## □ Skills & Strengths

Speak and Write in fluent English

Proficient in MS Word, Excel and Powerpoint

Versatile

Can work under pressure

Willing to learn and to be trained

Goal Driven – Vibrant Personality

Good Listener

- Follow all companies policies and procedures

### Salesman / Merchandiser / Al Mobtaket Import & Export – Doha, Qatar

April 2012 – Feb. 2014

- Communicate with retailers and buyers regarding the product, i.e. prices, quantity, warranty, etc.
- Ensuring that the products are sent to its designated place.
- Checking the products before the delivering to its designated stores.
- Planning and giving price tags on each product depending on the quantity, sales, deals and demand.
- Make time to time check on the stock products
- Ensuring the quality of the product, its status, appearance before sending to clients
- Checking and analyzing the sales of the product Making deals with buyers and prospect buyers.
- Keeping important documents regarding the product such as receipts, order slips, etc
- Giving orders to the delivery crew

### Shuttle Bus Driver / Vectrus/ BOSS Contract Camp Assaliyah, U.S Army Base – Doha, Qatar

February 18, 2009 – March 2012

- Follow a planned route according to a time schedule
- Pick up and drop off passengers at designated locations
- Obey traffic laws and state and federal transit regulations
- Follow procedures to ensure passenger safety
- Perform basic maintenance (check the bus tires, lights, and oil)
- Keep the bus clean and presentable to the public
- Carry out another task that may be requested by Superior.

### Salesman / Merchandiser / CSI Market Square – Dagupan City, Philippines

June 2006 - January 2008

- Communicate with retailers and buyers regarding the product, i.e. prices, quantity, warranty, etc.
- Ensuring that the products are sent to its designated place.
- Checking the products before the delivering to its designated stores.
- Planning and giving price tags on each product depending on the quantity, sales, deals and demand.
- Make time to time check on the stock products.

