



MARK ANTHONY

OBJECTIVES

To obtain to responsible position in an organization where hard work, honest, knowledge and experience are my key to success enriched with excellence at profession.

WORKS EXPERIENCE

Barista /Cashier & Hot Corner

Monop Floresta Garden - Ali Bin Ali Company -The Pearl Doha Qatar
August 2023- Present

Job Responsibilities

- Taking orders from customers.
- Answers question about menu item.
- Assist the customer's what they need with proper, respectful, and politely with a smile.
- Gives customer suggestions for food and drinks, and tells them about any special items on the menu.
- After guests leave, clear the table of remaining dishes, utensils and food to prepare for the next diners.
- Maintain the sanitation standards by cleaning spills in the kitchen and dining areas, sanitizing tables, chairs and booths between guest seating and keeping the restrooms clean.
- Assist the dishwashers by taking the used tableware into the dish room and sorting and stacking it readying it for washing according to kitchen policy.

SALES REPRESENTATIVE

Sylpauljoyce Company Furniture And Décor -

(Sales Promo diser/Stock Clerk) 11/2018-06/2021
Dasmariñas Cavite

QFORTE EMPLOYMENT SERVICES - CO BAN KIAT

Ace Hardware Sm BF Paranaque
(Sales Promo diser) February – August 2023

Responsibility

Greeting leads. Preparing and submitting sales contract by orders. Visiting clients and potential clients to evaluate needs or promote product and services.

Ace Hardware Phils, Inc-(Stock Clerk/Warehouseman)

SM Bf Parañaque City - (July - December 2022)

CONTACT

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ACADEMIC BACKGROUND

TERTIARY (2015-2017)

Laguna University - Bachelor of Science
in Entrepreneurship

Laguna Sports Complex, Brgy. Bubukal,
Santa Cruz, Laguna
(2nd Year Undergraduate)

SECONDARY (2011-2014)

Maligaya National High School
Maligaya Palayan City, Nueva Ecija

PRIMARY (2005-2010)

Dayap Elementary School
Dayap, Calauan Laguna

PERSONAL INFORMATION

Name in Full : Mark Anthony P.
Gallardo

Date of Birth : August 22, 1997

Marital Status : Single

Gender : Male

Nationality : Filipino

Passport No : P6327862B

Date of Issue : Feb. 20 2021

Valid Until : Feb. 19 2031

SKILLS

- Flexibility
- Time Management
- Teamwork
- Good Interpersonal Skills
- Customer Service
- Quick Learner
- Accepting challenges
- Accountability
- Self-motivation
- Computer Literate

Job Responsibilities

- Ensuring cleanliness, tidiness and safety of work environment.
- Loading and unloading delivery vehicles.
- Accepting delivery of inventory.
- Counting and confirming inventory.
- Inspecting inventory for damage and faults.
- Communicating errors to relevant parties.
- Marking and labeling stock.
- Storing inventory in accessible manner.
- Loading and wrapping stock on pallets.
- Building loads with forklift and electronic pallet jack

Achievement:

- Employee of the month (October 2024) by Monoprix, Qatar