



ARISTEO GARCIA NAVARRO

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 Doha - Qatar

PERSONAL DETAILS

Date Of Birth 23-July-1980
Gender Male
Nationality Filipino

QID No 28060807562
Expiry Date 05-05-2026

Driving License Light Vehicle
Expiry Date 23-07-2028

EDUCATION

SECONDARY

Pasay City South High School -
Philippines
1996 - 1997

TRAINING ATTENDED

WINDOWS OPERATING SYSTEM
Overseas Workers Welfare Administration
(OWWA)
Doha - Qatar
June 2010

LANGUAGE

English 

Tagalog 

About Me

A highly motivated and detail-oriented professional with extensive experience in retail store and ecommerce fulfillment, online picking, and team leadership. With a proven track record of managing and supervising operations, I am skilled in optimizing processes, improving efficiency, and ensuring smooth day-to-day operations in fast-paced environments. I have successfully lead teams, trained staff, and handled various responsibilities, from overseeing order fulfillment to directly interacting with customers.

WORK EXPERIENCE

OPERATION TEAM LEADER

Carrefour Hyper Market - Mall of Qatar

[June 2019 - April 2025]

- Manage the daily ecommerce operation covering all aspects in the fulfillment
- Conduct the team daily briefing to keep the team fully engaged and prepare the daily action plan
- Ensuring all staff are following company policy and procedure and cold chain management.
- Following the standard picking process Freshness & Quality and hygiene procedure
- Ensuring the safeness in the fulfillment area
- Ensuring all the pick trip was release and prepared on time without sacrificing the freshness and Quality of the items in the order
- Ensuring proper packing of goods inside delivery crates, to avoid damages upon reaching to the customer as well as reducing the waste

SUPERVISOR (FMCG Dry Food Section)

MAF Carrefour Hypermarket Landmark Mall - Doha - Qatar

[March 2008 - June 2019]

- Constituently plan, direct and implement sales strategies and program to achieve or exceed the sales objective for the company
- Distributing tasks and duties and completing relevant paperwork's.
- Continuously monitor competitor activities, conduct competitor analysis, and keep abreast of market trends.
- Provide follow up to ensure that task is completed in timely efficient and knowledgeable manner
- Oversees deliveries and making sure that all the items are displayed and implemented according to the company planogram, and the warehouse is arranged properly.
- Ordering low and out of stocks and dealing with the suppliers.
- Supervising monthly Inventory of warehouse and selling area. Implementing the FIFO (First IN First Out) process to avoid any expired items.
- Ensuring the safeness of the warehouse area
- Appointed DOA (Delegation of Authority) when the Manager is on leave or not around.

SKILLS

- Leading, coaching, and mentoring team members to achieve operational goals and improve performance.
- Identifying areas for improvement and implementing processes to increase efficiency and productivity.
- Communicating clearly and effectively with both team members and management to ensure alignment and transparency.

REFERENCE

Available upon request

MERCHANDISER / SALES CLERK

Toy Master Enterprises - Manila - Philippines

[Sep 2006 - Mar 2007]

- Implement product of the company according to the planograms
- Assisting, support the customer throughout their shopping Experience
- Responsible to achieve sales target
- Assist and perform sales demo for the items in terms of product knowledge particularly the new arrival item.
- Stock arranging, monitoring the slow- and fast-moving item and make a report
- Ordering and reporting out of stock products.

FACTORY WORKER

Leslie Corporation - Manila - Philippines

[April 2003 - October 2003]

- Operate and monitor machinery used in the production of Clover Chips.
- Ensure continuous flow of materials through the production process.
- Check quality and consistency of chips (e.g. size, texture, flavor, color).
- Sort, pack, and label finished products accurately.
- Ensure correct weight and packaging of products.
- Stack and organize packed goods for storage or distribution.
- Maintain cleanliness of work area and equipment according to food safety guidelines.
- Participate in routine sanitation tasks.
- Coordinate with coworkers and supervisors for smooth operations.

PRODUCTION AIDE

Jollibee Food Corporation - Manila - Philippines

[December 2001 - March 2002]

- Assisted in the preparation, portioning, and packaging of food products in compliance with hygiene and safety standards.
- Maintained cleanliness and sanitation of workstations, equipment, and commissary areas.
- Ensured accurate labeling, dating, and storage of food items following FIFO (First In, First Out) procedures.
- Monitored food quality and reported any inconsistencies or safety concerns to supervisors.
- Handled daily inventory checks and assisted in receiving and organizing deliveries.

FACTORY WORKER

Universal Robina Corporation - Manila - Philippines

[June 2000 - April 2001]

- Mixing Ingredients: Measure and mix ingredients such as cocoa, milk powder, sugar, and butter to produce chocolate.
- Manage the cooling process to solidify chocolate, ensuring it hardens correctly.
- Molding: Pour liquid chocolate into molds and ensure proper filling and formation of the product.
- Machine Setup: Set up and adjust machines used for mixing, tempering, molding, and packaging chocolate.
- Packaging Checks: Ensure that packaging is done correctly and that products are sealed and labeled accurately.
- Pack and Seal: Properly package finished chocolate products, ensuring they are protected from contamination and ready for shipment.
- Labeling: Ensure that packaging is correctly labeled with product information, expiration dates, and branding.