

MARK JESTER V. BALBIN

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- Contact No.: +974 3343 9102 / +974 7751 7069
- Address: Al Hilal East Street 880 Zone 42 Building 24
- Position Applied: Salesman, Storekeeper, Merchandising ,Admin,Sales Supervisor works and Office works



OBJECTIVES:

- To be part of an institution wherein I can utilize my knowledge and skill.
- To strive for quality in performing my task that would benefit the company.

PROFESSIONAL QUALIFICATIONS:

- Excellent Team Leader.
- Self- motivated with natural leadership traits and communication skills.
- Initiative, positive attitude and willingness to take unexpected challenges.
- Ability to establish and maintain effective work leadership.
- Honest and Trustworthy.

WORK EXPERIENCE:

GETTCO International Qatar:

- **Address:** #63 Airport Road UMM GHUJWAILINA zone 27, Doha Qatar
- **Position:** Sales Merchandiser
August 2015 -July 2017
January 12,2021 at present 2024

BALADNA FOOD INDUSTRIES:

- Al shamal road, exit 44 umm Al hawaya area, Al khor, Al thakira Doha Qatar
- Position: Sales Merchandizer: February 2019 - August 2021

Mawadco trading company

- Position: Sales Supervisor
- March 2025 at to Present

Duties & Responsibilities:

- Creates and maintains a prominent, attractive, dominant floor & shelf display

- Ensures that the maximum numbers of product & sizes are prominently & creatively displayed.
- Maintain product hygiene of all display at all times.
- Ensures those merchandising materials posters, price tags & all other point of sale materials.
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- Submit the merchandiser daily distribution report, competitors report, nearly expiration report.
- Maintain the quality of product using the first in-first out (FIFO) method.
- Reports to immediately selling area supervisor to any products at the critical level especially out of stocks.

JOLLIBEE FOODSCORP:

- Imus Cavite, Philippines
- Position: SERVICE CREW January 2015-May 2015

Nature of work:

- Greet customers, settle them down and take orders.
- Process the order, generate bills and answer guest queries about deal offers and service time. o Clean up the tables after the guests leave and set them for the next guests. o Pack and serve warm food efficiently, in accordance with the order. o Help in the kitchen or with outdoor delivery where and when require.

MERCHANDISER:

- SM Bacoar, Imus Cavite
- Philippines o January 2014 - December 2014

Job Description: Ensure that the products appear in the right store at an appropriate time and in the correct quantities. This involves working closely with the buying teams to accurately forecast trends, plan stock levels and monitor performance.

DUTIES and RESPONSIBILITIES:

- Checking production date and displaying FIFO (First in First out of the products).
- Promoting bestselling items in order to maximize profits.
- Assessing sales performance of ranges.
- Managing levels and distribution of stocks.

- Visiting manufacturing stores and supplies.
- Predicting sales and profits.
- Meeting suppliers, distributors, and analysts.
- Working closely with buyers and other merchandisers to plan products ranges.
- Making a financial presentation to Senior Managers.
- Helping with promotion and advertising campaigns.

EDUCATIONAL ATTAINMENT:

Tertiary School: San Sebastian College, Recoletos De Manila

Address: Recto Avenue Quiapo Manila, Philippines

Year Graduated: Undergraduate

Course: Bachelor of Science in Hotel and Management

Secondary School: Angelicum Primarosa Montessori School

Address: Villa De Primarosa Phase 2 Imus Cavite, Philippines

Year Graduated: 2012-2013

Primary School: Angelicum Primarosa Montessori School

Address: Villa De Primarosa Phase 2 Imus Cavite, Philippines

Year Graduated: 2007-2008

Job Description: To obtain a position as a Merchandiser in the company that will utilize my Creative and analytical skills to ultimately drive sales and profit.

PERSONAL INFORMATION:

Age	28 years old
Gender	Male
Birth Date	October 02, 1995
Birthplace	Tramo Street, E, Aldana Las Pinas, Philippines
Civil Status	Married
Height	5 11"
Weight	100 kgs.
Religion	Roman Catholic
Nationality	Filipino

Qatar Driver's License: 29560800655 Validity 2026-08-05

SKILLS:

Microsoft Applications (Excel, Word, Power point)

Effective at multitasking and working under pressure to accomplish overall objective.

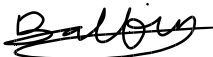
Adapt easily to new environment Strong Communications, Leadership Skill and Presentation can do inventory, filling documents.

Can easily adjust in a changing environment and can work effectively and productively.

Have the ability to convince people to patronize a product

I hereby certify that the above information are true and correct to the best of my knowledge and belief. I Hope for your kind and Consideration.

Thank You
Best Regards,



Mark Jester Balbin
Applicant

