











# Darwin Ibutnandi Mortera



## Personal details

-  Darwin Ibutnandi Mortera
-  darwinmortera45@gmail.com
-  50187058
-  Abu Hamour Doha
-  May 15, 1998
-  Philippines
-  Male
-  Philippines
-  Single
-  Darwin Mortera

## Skills

- Excel File
- Team Leadership
- Customer Assistance

## Languages

- Tagalog
- English
- Arabic

## Profile

I seek challenging opportunities where I can fully use my skills for the success of the organization.

## Education

**Bachelor of Science Business Administration** **Aug 2021 - Aug 2022**  
University of Cordillera, Baguio City  
Under Graduate

**HighSchool** **Jun 2010 - Apr 2014**  
Don Ramon E. Costales Memorial National High School, Pangasinan Philippines

## Employment

**Salesman** **Oct 2022 - Present**  
Ansar Gallery, Doha Qatar  
\* Perfume ,Toys & Shoes Section

- Collaborated with team members to create visually appealing displays that attracted customers and increased sales.

**Store Supervisor & Sales Operation** **Feb 2020 - Sep 2022**  
Bea & Bernard Inc, Baguio City

- Managed daily store operations for two international boutiques, Sebago and Hush Puppies, ensuring smooth workflow and high customer satisfaction.
- Store Incharge

**Sales Associate** **Sep 2019 - Feb 2020**  
Gainstrong Manpower Inc., Philippines

- Assisted customers in selecting products and provided detailed information to enhance their shopping experience in the perfume, toys, and shoes sections.
- Operated cash registers, processed transactions accurately, and handled customer inquiries and complaints professionally.
- Managed inventory levels and restocked shelves to ensure product availability and presentation standards.

**Waiter** **Sep 2017 - Sep 2018**  
Gainstrong Manpower Inc., Philippines

- Greet customers warmly and provide prompt, courteous service to enhance the dining experience.
- Take accurate food and beverage orders and ensure timely delivery to tables.
- Maintain cleanliness and organization of the dining area, including setting and clearing tables.

## Courses

**8 Hour Basic OSH Orientation & Training**  
**Course for Safety Officer 1 (SOI) and 2 hour**  
**Train the Trainers Training**

# Hobbies

- Basketball
- Traveling
- Hiking
- Photography
- Reading

# Qualities

- Teamwork
- Leadership
- Time Management
- Problem Solving
- Customer Service
- Communication

# Certificates

Small Engine Automotive

Jun 2014

- Small Engine Engine Rebuilding Certification

# References

**Sherwin Mortera**  
Branch Manager, Philippines  
09519711102, sherwinmortera27@gmail.com

**Nerendra Mamoud**  
Manager, Doha Qatar  
74794936

# Achievements

- Managed daily operations for two international boutiques, Sebago and Hush Puppies, ensuring smooth workflow and enhanced customer satisfaction.
- Implemented sales strategies that increased store revenue and customer engagement in both Doha and Baguio City locations.