

Manolito F. Barongan

Address: Al Matar Al Qadeem, Doha, Qatar

Email: www.manolitobarongan@gmail.com | **Phone:** +974 55145175



Professional Summary

Dynamic and results-driven retail and administrative professional with over 7 years of leadership experience. Proven track record in team management, operational efficiency, and digital content coordination. Skilled in achieving sales targets, streamlining workflows, and maintaining high standards of customer service. Adaptable, energetic, and committed to continuous professional growth.

Highlights:

- Over 7 years of leadership experience in retail management and team supervision.
- Proven ability to achieve and exceed sales targets.
- Experienced in digital content coordination and administrative workflows.
- Strong interpersonal, communication, and problem-solving skills; adaptable to dynamic environments.

Professional Experience

Team Leader – Textile Department

Majid Al Futtaim Retail – Carrefour City Center | **February 2025 – September 2025**

- Supervised daily department operations, ensuring smooth workflow.
- Trained and guided a team of staff to consistently achieve sales targets.
- Maintained high standards of customer service and visual merchandising.

Content Coordinator

Majid Al Futtaim Retail – QAT Digital Web Head Office | **September 2023 – January 2025**

- Coordinated digital content for company websites and online platforms.
- Streamlined workflows and ensured accuracy of records.
- Supported marketing campaigns and internal communications initiatives.

Team Leader – Light Household Department

Majid Al Futtaim Retail – Carrefour Mall of Qatar | April 2021 – August 2023

- Managed team performance, inventory, and sales operations.
- Implemented process improvements to enhance customer experience.
- Monitored department KPIs and ensured operational efficiency.

Supervisor

Majid Al Futtaim Retail – Carrefour Mall of Qatar | April 2018 – March 2021

- Oversaw daily store operations and staff supervision.
- Conducted training sessions to improve team performance.
- Ensured adherence to company standards and policies.

Key Skills

Technical Skills:

- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Open Office, Internet research
- Adobe Photoshop

Professional Skills:

- Team leadership and staff management
- Document management, record-keeping, and reporting
- Multitasking and adaptability
- Strong communication and interpersonal skills

Education

Bachelor of Science in Business Administration – Major in Management

Virgen Milagrosa University Foundation, San Carlos City, Pangasinan, Philippines

Year Graduated **2008**

Secondary Education

Malasiqui National High School, Malasiqui, Pangasinan Philippines

Year Graduated **2000**

Elementary Education

Malasiqui Central School, Malasiqui, Pangasinan Philippines

Year Graduated **1996**

Personal Information

- **Date of Birth:** March 7, 1983
- **Place of Birth:** Malasiqui, Pangasinan, Philippines
- **Age:** 42 years
- **Marital Status:** Single
- **Nationality:** Filipino