

# Leandro Mirabel

**CAMP ADMIN & ASSISTANT SUPERVISOR, THE BRIDGE CO.**

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LIGHT VEHICLE DRIVER

## Work Experience

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### **Assistant Supervisor**

THE BRIDGE CONTRACTING-JAHRA

July 2018 to Present

Reporting Daily Attendance DFAC Employees (Day and Night) to the Operation and HR Team, and verifying the total headcount of employees on ground with PERSTAT report. Also, keep a monthly record of attendance for future reference.

Coordinating with HR, Payroll, Transportation, and the Operations Department for daily tasks, MEDICAL & FINGERPRINT, Hospital issues, and other salary-related issues of employees in coordination with the Operations team.

Sending and receiving passports, medical reports, and CIVIL IDs for Visa stamping and renewal process.

Daily coordinating with Camp Boss and distributing PPE and maintaining records in dedicated software, and preparing Name tags upon request of Site leads.

Collecting Timesheets of DFAC employees at the End of every month, then after verifying all information and related documents added in the timesheets, submitting to PAYROLL.

Preparing the monthly timesheets of Jahra Camp staff and submitting them to the Accommodation Manager at the end of every month

Coordinating with the Camp Boss when needed for the daily tasks

### **Office Receptionist / Driver**

AL NABIH COMPANY

May 2011 to June 2017

Responsibilities.

- Performing customer services duties via telephone and in person
- Proven ability to prepare reports and spreadsheets
- Perform inventory of spare parts
- Communicate with customers in order to provide general information
- Manage calendars and arrange appointment.
- Inform the supplier to collect the check
- Operate office machinery such as copier and fax machine
- Created new files and folders

### **HELPER MECHANIC**

AL NABIH COMPANY

September 2010 to May 2011

Responsibilities

- Managed cleaning and washed a wide range of parts and equipment.

- Loaded and unloads small and large parts and package.
- Performed routine cleaning and maintenance of facility.
- Ensured stocks and maintained parts inventory appropriately.
- Assemble breaker, Replace hydraulic hose damage  
& Operating forklift.

### **Completing sales sheets**

JPT GENERAL MERCHANDISE

May 2008 to July 2010

PROMO DIZER MAY 15 2008 TO JULY 2010

METRO GAISANO LEGAZPI

Responsibilities

- Handling customers complaints in a professional and diplomatic way
- Submit inventory of the merchandise and sales report to supplier
- Assisting customers in the selection and purchase of items.
- Completing sales sheets at the end of the day.
- When required wrapping up purchased items for customers.
- Following policies & procedures relating to cash & stock handling.
- Receiving delivery and check the merchandise
- Keeping merchandise orderly and neat in appearance

### **MERCHANDISER**

REGENCY MARKETING CORPORATION

March 2007 to October 2007

METRO GAISANO LEGAZPI. MENS SHOES DEPARTMENT.

Responsibilities

- Assist the customer needs and promote the products.
- Make inventory and sales report
- Clean the merchandise, display and refill the items sold
- Check the deliveries and report the discrepancy to the supplier

### **Merchandiser**

J2K MAPOWER & ALLIED SERVICES

September 2003 to January 2007

DÉCOR & NOVELTY DEPARTMENT

- Display properly and replenish the merchandise
- Receive and check accuracy of all products delivered and report discrepancies immediately to supplier.
- Report and segregate items for pull out damage, dirty and slow moving
- Ensure the merchandise from shoplifter to avoid losses.
- Maintain the display cleanliness of the selling area and stockroom.
- Prepare accurate sales report, inventory of merchandise and submitting report to supplier.

### **SALES UTILITY ASSISTANT**

BIG MAXX MANPOWER SERVICES

February 2002 to February 2003

LEBERTY COMMERCIAL CENTER (LCC LEGAZPI)

## GIFT WRAPPING DEPARTMENT

- Wraps and decorates customer's purchases with gift-wrapping paper, ribbons.
- Assist customer to select appropriate wrapping materials.

## Skills

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- sales goals

## Additional Information

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### Key Skills and Qualifications

- Able to deal with clients in a positive courteous and respectful manner.
- Focused on achieving sales goals and quality performance.
- Ability to understand customer mindset and needs.
- Honest, Trust worthy, respectful and flexible.
- Ability to drive light vehicle in a safe and responsible manner.