

Rodel L. Maala

Email Address rodelmaala95@gmail.com

Contact Number: +974 51337526



A well-presented, hardworking and efficient Person who has an aptitude for success through confidence, accuracy and teamwork. Has a clean driving license, is comfortable going on long road trips and has knowledge of concepts such as vehicle safety and road weigh capacities.

Highlights:

- Clean driving record
- Has driven vehicle of various sizes
- Exceptionally strong customer service skills
- Understand the importance of fast and efficient runs
- Can perform some basic maintenance and emergency repairs
- Drives well in bad weathers

EXPERIENCES:

1. Roserita Art Qatar

Doha Qatar

October 15, 2023 – Present

Position – Driver / Art Assistant

Duties and Responsibilities:

- Organize and control art department materials, equipment and supplies
- Assist with drawing and model making
- Liaise constantly with the art department coordinator, set decorating a graphics team to confirm what needs to be done in the department
- Operate and maintain company vehicles, ensuring they are in excellent condition and ready for use at all times
- Plan and optimize routes to ensure timely arrivals for meetings and appointments

2. Resolution Production Qatar LLC

Doha Qatar

January 2, 2022 – June 15, 2023

Position: Driver/Office Assistant

Duties and Responsibilities:

- Provide support to the office administrative functions, which include undertaking messenger tasks, clerical duties, purchasing office supplies, paying bills, photocopying, banking duties.
- Work under the general supervision of the Office Manager and in close coordination with other drivers in the team.
- Assisting with the loading and offloading of Equipment for Filming.
- Transporting staff members and products to the destination point
- Helping with loading and unloading of staff luggages
- Adjusting travel routes to avoid traffic congestion or road construction.
- Handle deliveries of Invoice, LPO and other office documents.
- Handle Bank deposit, Cash encashment and other Bank transacrions.
- Promptly informing the company of any tickets issued against the company vehicle during work hours.

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- Ensuring that the company vehicle is always parked in areas that permit parking in order to avoid towing.
- Keeping the company vehicle clean and properly maintained by performing regular washing, cleaning and vehicle maintenance.
- Providing accurate time records of the company vehicle's coming and goings.
- Reporting any accidents, injuries, and vehicle damage to management.
- Checking traffic updates before starting the journey
- Opting to a shorter or alternate route in case of traffic congestion
- Parking the vehicle properly
- Regularly washing and cleaning the vehicle
- Conducting timely vehicle maintenance checks
- Scheduling vehicle service appointments
- Informing the company of any accidents or vehicle damage
- Ensuring the safety of staff members and goods during the journey
- Addressing any client queries related to the journey
- Identifying any mechanical issues in the vehicle
- Maintaining a record of vehicle maintenance receipts

3. Dar Al Mutanabbi Doha Qatar December 2016 – December 21, 2021

Position: Driver/Salesman

Duties and Responsibilities:

- Arranging the delivery of product information
- Responsible for the accuracy and timeliness of all sales related paperwork
- Collect on all sales including finance charges where applicable
- Coordinate with production units regarding availability
- Maintain a strong sense of teamwork and set a positive example for crew members
- Loading, transporting, and delivering items to clients or businesses in a safe
- Reviewing orders before and after delivery to ensure that orders are complete, the charges are correct
- Assisting with loading and unloading items from vehicles
- Accepting payments for delivered items
- Adhering to assigned routes and following time schedules
- Abiding by all transportation laws and maintaining a safe driving record
- Preparing reports and other documents relating to deliveries

Position: Store Cashier/Sales Assistant

Duties and Responsibilities:

- Ensure high levels of customer satisfaction through excellent sales service
- Maintain outstanding store condition and visual merchandising standards
- Maintain a fully stocked store
- Ascertain customers' needs and wants
- Recommend and display items that match customer needs
- Welcome and greet customers

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- Manage point-of-sale processes
- Actively involve in the receiving of new shipments
- Keep up to date with product information

4. Quality Trading Company W.L.L. Doha Qatar November 2008- February 2014

Position: Driver/Salesman

Duties and Responsibilities:

- Executing the company's products sales plan across Qatar
- Opening new markets and engaging with new clients & customers from all aspects
- Providing excellent product information
- Negotiating products prices & profit margin to our clients
- Arranging the delivery of products to our clients
- Arranging and participating products from our warehouses location to our clients warehouses or final delivery locations.
- Updating the sales records, dealers and clients details on daily basis.
- Responsible to follow up & collecting cash from sales points & locations and handing over to finance department.
- Arranged & maintaining product displays on shelves.
- Making follow up calls to ensure customer satisfaction.
- Reporting to Sales Manager all daily sales activities and achieved results.
- Handling work load & dealing with different work hardships
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5. Ali Bin Ali Logistics Doha Qatar January 2007- August 2007

Position: Warehouse/Merchandiser

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Duties and Responsibilities:

- Responsible for managing large amounts of data and inputting information accurately into system to ensure client satisfaction.
- Worked closely with Trained employees on an ongoing bases to increase production.
- Developed new procedures which resulted in less errors.
- Ability to assess organizational needs and implement administrative procedures
- Created various reports and spreadsheets to be utilized by the shipping department.
- Provided clerical support, assisting with faxing, filing, and copying projects
- Supervised all mail services
- Designed, developed and implemented rush order procedures
- Maintained a clean hazard free work environment resulting in less accidents.
- Manually inspect merchandise as compared to manufacturing codes.
- Maintained a clean and organized work area at all times.
- Assisted the company in completing all orders one week before deadline.
- Stocked and rotated products regularly
- Recommended, selected and helped locate merchandise based on customer needs and desires.
- Accurately logged all daily shipping and receiving orders.
- Communicated all merchandise needs or issues to appropriate manager.
- Organized store by returning all merchandise to its proper place and keeping floors clean.
- Completed Monthly inventory counts
- Worked closely with visual display staff and department heads to decide how goods should be displayed to maximize customer interest and sales.
- Single-handedly built and maintained customer relationships, ensuring thorough knowledge of each account and their specific needs.
- Recognized for resetting shelf integrity, increasing volume and space per shelf at each customer account.

6. Rustan's Commercial Corp.

Philippines

October 2002-June 2005

Position: Sales Associates

Duties and Responsibilities:

- Coordinate with sale manager on the need to replenish first moving and saleable merchandise.
- Responsible for the safety and security of merchandise against pilferage and loss prevention by ensuring proper placement of security tags in all merchandise prior to display to respective selling areas.
- Responsible for requesting price tags from concerned merchandise manager for items without tags due to returns, loss and worn out.
- Responsible for the preparation of conditional slip for merchandise that will be used on window
- displays and approved by the concern Sales Manager for proper monitoring and accounting of borrowed merchandise.
- Assist customer and satisfied their needs and extend personalized service.

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- In charge in monitoring inventory of merchandise.
- Flexible in other position such as gift wrapping and personal shopper's assistant.

7. Human Boutique

Philippines

October 2000 – March 2002

Position: Stock Clerk

Duties and Responsibilities:

- Maintains supply inventory; verifies inventory levels by checking shelves, notifies supervisor as to replacement needs or places orders as appropriate.
- Orders, receives, and stores supplies in warehouse or supply room.
- Reviews incoming order forms for proper coding, quantities requested, and authorized approvals; inspects and verifies supplies received against invoice and packing slip; initiates requests for vendor corrections.
- Locates stock and delivers requested items to authorized departments.
- Contacts approved vendors to reorder routine supplies; processes paperwork related to supply requests, including small purchase orders, purchase requisitions, and check requests.
- Ensures customer satisfaction and positive rapport with vendors.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Performs clerical duties related to maintaining stock inventories and stockroom; may operate a computer terminal and/or personal computer.
- May lead, guide, and train staff/student employees, interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.
- Performs miscellaneous job-related duties as assigned.

Educational Attainment:

Tanauan, Institute Philippines

Business Administration

Major in Management

March 1996 – June 1998

Personal Data:

Nationality: Filipino

Gender: Male

Skills: Driving with Qatar driving license

Visa Status: Working visa

References:

1. Lyra Espiritu
Office Manager / Head of Administration Department
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