

RAMON RODRIGUEZ TARNATE

DATA ENTRY OPERATOR

WORK EXPERIENCE

Al Baladi Holding

Velero - Lusail Branch

Data Entry Operator

April 14, 2024, up to present

- Incharge for Price Survey Report
- Making Material Request for All Sections (Food and Non-Food)
- Making Sales Invoice for Teatime
- Incharge for Making Purchases Return
- Making GRN Report
- Printing of All Promotion Signages
- Incharge for Price Changing for Fruits, Vegetable and Fish Section

Al Baladi Holding

Al Gharafa Branch

Goods Receiver

February 19, 2024, to April 14, 2024

Agila Logistics and Delivery Express

2232 Chino Roces Avenue Barangay Bangkal Makati City

Hub Team Leader

June 2020 – November 2023

- Counter Scanning of Shipment came from Third Party Logistics if Tally with the Master list
- Sort the Delivery Parcel in 20 to 30 mins at max
- Dispatch Riders Deliveries
- Willing to handle Different Areas
- Relay First Mile Pick Up to the Riders
- Report to the Fleet and Hub Manager for the Daily Assignment of the Riders.
- Uploading Orders from Riders Mobile App
- Sorting All Failed Deliveries (Cancelled, Request Reschedule, Incomplete Address etc.)
- Sending RTO Validation to Costumer Service
- Process of RTS Shipment
- Answering Queries from Costumer Service Team
- Scanning First Mile Picked Up Upon Return of Riders
- Validation of Failed deliveries of the Riders if 100% Attempted
- Sending Daily Team Productivity
- Receiving of COD Cash Collections of the Riders
- Sending Weekly Report to Fleet Manager
- Sending Daily Time Record to Finance Dept of All Riders and their Incentive
- Transferring of Cash Collections from Quezon City Hub to Main Hub (Makati City)



OBJECTIVE

To work productively and competently towards achieving and increasing company's productivity by performing specified tasks while improving personal and professional growth.

CONTACT

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ADDRESS:
Abu Mehriz St.
Al Mansoura
Doha, Qatar

EDUCATION

Technical Education and Skills
Development Authority (TESDA)

Electrical Technology

ARM Collections Incorporated

Room 302 The Praxedes Place Building Kapitolyo Pasig City

Collections Accounts Head

September 2009 to December 2018

- Release Transportation Allowance to (5) Five Field Collectors
- Interview New Applicants
- Update Existing Employee List
- Train Newly Hired (BSP Circular 454/ Complaint Handling (Valid, Invalid and its Corresponding Penalties
- Assist Account Inquiries from Team Leaders
- Review Call Calibration (Internal)
- Side by Side Coaching to Team Leaders
- Check Coverage of Accounts of Each Collector
- Skip Trace for those referred accounts
- Check Inventory
- Review Performance of Each Collector
- Sending Replenishment to Management
- Conduct Operations Weekly Meeting
- Set Monthly Calendar Strategies
- Consolidate and Send Skip Results to Management
- Sending Daily, Weekly and Monthly Productivity to Management
- Check Important emails and Forward to Team Leaders for Checking and Action
- Conduct Daily Briefing for Each Team Before and After Operation

World Reliance Trading Corporation

San Juan Metro Manila Philippines

Office Staff

April 2008 to May 2009

CHARACTER REFERENCES

Carl Petallar

Retail Group Assistant Operations Manager

Al Baladi Holding

33723234

Mohamed Aly

Branch Manager – Lusail Branch

Al Baladi Holding

55406233

I hereby certify that the foregoing information is true and correct. Also, I give consent to your good office to conduct background investigation as it may deem necessary based on the given information. I understand that any falsehood and misinformation made here would be sufficient grounds for my disqualification.

Ramon Rodriguez Tarnate
Applicant