

## Curriculum Vitae



### **WHINKY SADSAD SUMALINOG**

#### **Email**

Whinky\_16@yahoo.com

#### **Mobile**

+974-66878970

#### **Current Address:**

Al Maamoura, Salwa,  
Doha, Qatar

#### **Date of Birth**

17<sup>th</sup> October 1979

#### **Place of Birth**

Manila, Philippines

#### **Marital Status**

Married

#### **Others**

With Valid Qatar Driving  
License

#### **Awarded**

Almana & Partners W.L.L.

**Star of the Month** – General  
Products Department (GPD)  
Best Support Staff: **Q3-2023**

Almana & Partners W.L.L.

**Employee of the Year** –  
General Products Department  
(GPD) - Best Support Staff:  
**For the Year 2022**

Almana & Partners W.L.L.

**Star of the Month** – General  
Products Department (GPD)  
Best Support Staff: **March &  
December 2019**

Almana & Partners W.L.L.

**Star of the Month** – General  
Products Department (GPD)  
Best Support Staff: **January,  
February, July, Aug, Sept &  
Dec 2018**

Almana & Partners W.L.L.

**Star of the Month** –  
Corporate Department  
Best Support Staff:  
**February 2017**

#### **Objective**

To be part of a dynamic team that would provide a good quality training ground so that covert potentials can be utilized and intrinsic abilities can be further enhance. To be an asset to the company through fulfillment of assigned task beyond the standard and expectation by being a career-driven and well-round individual.

#### **Work Experience**

**ORGANIZATION: AL MANA AND PARTNERS W.L.L. DOHA, QATAR**

**DEPARTMENT: GENERAL PRODUCTS DIVISION (GPD)**

**POSITION: SUPPORT SERVICE SENIOR OFFICER CUM TRADE MARKETING**

**PERIOD: AUGUST 2017 – PRESENT**

**Job Description: Support Services Senior Officer cum Trade Marketing**

- Preparing and Process Purchase Orders (Local & Foreign) as per ordering plan in our NAV system.
- Processing Vendor Creation in the system for new Principals/Suppliers.
- Coordinating, Negotiating & Proposing with Suppliers and Partners for any marketing activities.
- Ensure the legalities and availabilities of proper shipment documents such as Bill of Lading, COO, Health Certificate, Halal Certificate, MSDS, Commercial Invoice and Packing List as per required by Qatar Custom Authority and Ministry of Public Health (MOPH) that should be forwarded to C&F Department for clearance of Shipment prior to ETA.
- Tracking of Shipment and coordinates with Principals and related teams regarding on any Shipment Status and subject matters.
- Responsible for completeness of requirements for registration of a new product prior to shipment - i.e. filled-up Ministry template for product registration, artwork/photos and actual goods as sample to be submitted in C&F Department that must approve by Qatar Health Ministry (MOPH).
- Generating Sales & Stocks Forecast in accordance to company procedure and policies that maintains the operation and business flow.
- Creating and maintaining Daily, Weekly and Monthly Reports for Sales and Stock, and other required reports that submitted to Management, Business Partners/Principals as per deadline requirement.
- Creating and Processing of Co-packing Activity/Barcoding for Promotional items/sku's and ensure the promo execution in the market.
- Allocating Stocks in the system as per given percentage to designated Channels and ensure of delivering the information to the whole team.
- Responsible for New Item Creation in the system for new products and cross-checking the details like Barcodes, Price to Trade (BPTT), Arabic & English Description, Vendor Item Code, HS Code & Packing Configuration.

## **Work Experience**

### **Job Description: Support Services Senior Officer cum Trade Marketing..... - Continuation**

- Liase with Suppliers & Partners and attending meetings for any sort of discussions.
- Attending with any queries and providing details to our Suppliers and Partners in accordance to the company standards.
- Coordinates the proper Costing & BPTT to Finance Costing Team and ensure the implementation of this Pricing system in our NAV prior the execution in market.
- Processing, monitoring, coordination and follow-up Payment such as L/C, Bank Swift Transfer, Cheque Request and other related Financial matters as per Mode of Payment in timely manner.
- Process and preparing the One-pager as per company policy and ensure the approval from Principals.
- Coordinates with Principals the availability of Price Structures of every brand.
- Calculates Costing for Profitability of our promotions items and ensure the Pricing system is well-mannered as per our margin.
- Preparing, monitoring, tracking, raising and submitting Debit Notes & Credit Notes on Weekly or Monthly Basis as per routine tasks.
- Processing and maintaining Fixed Contractual and Progressive Rebates of Modern Trade Customers (i.e. Lulu, Carrefour, Safari, Al Meera, etc.) as per agreed BDA contract.
- Preparing and monitoring of Marketing Spends and Brand Control Sheets Budget as per required.
- Ensure and Monitoring of Ministry Approval for any Promotional Activity.
- Ensure of New products launching and Introduction in the market.
- Monitoring and processing of Promotional Activity Request (PAR) of the Sales Team.
- Preparing Daily Sales Report as per Salesman Wise, Outlet Wise and Brand Wise submitted to the Top Management Office.
- Preparing and Creating Business Presentations thru Power Point to Suppliers prior their visits, Customers for Business Review and Management Presentations for monthly and yearly review meeting.
- Assisting and Support Service to the whole team of General Products Division including Modern trade, General Trade, Out of Home Business Units and Administrative Back Office jobs.
- Coordination and maintains smooth business relationship to the customers and suppliers.
- Perform other tasks as per management required in Daily routine.
- Replacing employees and taking charge of their tasks and responsibilities in behalf of their absence and/or On Leaves.

**DEPARTMENT: CORPORATE – CEO OFFICE**

**POSITION: EXECUTIVE ASSISTANT TO CEO**

**PERIOD: APRIL 2016 – AUGUST 2017**

### **Job Description: Executive Assistant to CEO**

- Provides assistance to CEO on daily business routine.
- Maintains CEO regular activities and reminding things to do.
- Greet and Assists Visitors of CEO and attending other assistance as required.
- Typing, creating and layout correspondences, Memos, Fax, MOM and emails.
- Receiving, logs and monitoring all documents for signature from all Business Units and Departments.
- Arranging meeting & business appointments of CEO, including sending an Invitation to the attendees.
- Maintains confidentiality in all personal and business transactions of CEO as per policy.
- Reimbursements of Petty Cash Vouchers for business expenses of CEO.

**ORGANIZATION: ARMONIA INTERIORS DOHA, QATAR**

**DEPARTMENT: ADMINISTRATIVE OFFICE**

**POSITION: ADMINISTRATIVE ASSISTANT - RELIEVER**

**PERIOD: 16 DECEMBER 2015 – 06 APRIL 2016**

- Calling or Emailing Vendors for Pricing Quotes & Requests, Lead Time and Order Updates.
- Organize and schedule calendars & Project Timeline.
- Requesting Samples from vendors & store in the design room for future preference in client presentations.
- Order Tracking, Time Tracking and Entries of Product Information in System Database.
- Write and Distribute email, correspondence memos, letters, faxes and forms.
- Assist in the preparation of regularly scheduled reports.
- Develop and maintain a filing system.
- Update and maintain office policies and procedures.
- Preparing Client presentations in Microsoft Office like Power point.
- Submission and reconciliation of any Expense Reports.
- Provide General support and act as the point of contact for internal and external clients.
- Liase with Executive's and other Departments to handle requests and queries.

**ORGANIZATION: AL MISNED TRADING AND JOINERY DOHA, QATAR**

**DEPARTMENT: CEO OFFICE**

**POSITION: EXECUTIVE ASSISTANT/MANAGEMENT REPRESENTATIVE/ISO INTERNAL AUDITOR**

**PERIOD: 12 AUGUST 2012 – OCTOBER 2015**

**Job Description: Executive Assistant to CEO**

- Provides a complete secretarial and administrative service to CEO to facilitate the company processes.
- Provides a time management / diary service for the CEO to ensure ability to attend all key meetings at the appointed times.
- Establishes and maintains records and filing systems, replenishes stationery and arranges for the efficient operation of office equipment to ensure the managers can function effectively and efficiently.
- Makes travel arrangements in a time-effective way, including booking itineraries/venues, ensuring most effective use of CEO's time.
- Informing and updating the CEO on matters relating to performance of role.
- Communicates CEO's instructions or desires to various individuals and/or departments and furnishes and obtains information from other managers.
- Receives and screens telephone calls, letters, and/or visitors, answers routine questions and furnishes information as necessary to ensure availability of data and efficiency of service.
- Accounting Duties of CEO such as monitoring the Payment Vouchers and Journal Vouchers.
- Handling, preparing and releasing Cheque payment accordingly.
- Preparing Proforma Invoices, Receipt Vouchers and Quotations in accordance to Company Policy.
- Processing the clearances for Exit employees and Employees on leave.
- Organizing and dealing with Recruitment of Employees and coordinates with Mandoob (PRO).
- Preparing Job Offer and Employment Application to process New Employees.
- In charge in the preparation and compilation of bidding documentation.
- Prepares routine letters, reports, memorandum for CEO's signature (Circular), gathers and summarizes data to ensure availability of data.
- Provides a complete correspondence service, routing correspondence as necessary and drafting replies where appropriate to ensure that all mail is dealt with efficiently.
- Participating & proofreading some promotional & marketing materials like profiles, brochures & catalogues.
- Other duties may be assigned as per CEO instructions.

**Job Description: Assistant Management Representative / Internal Auditor**

- Responsible in assisting the CEO in implementing ISO 9001, ISO 14001 and OHSAS 18001.
- Organize Internal Audits and coordinate corrective action follow-up audits as per proper ISO procedure.
- Report to Top Management on the performance of the IMS and any need for improvement.
- Ensure that processes needed for the Integrated Management System are established, implemented & maintained.
- Front act as Company representative in Audit Process by Certification Body.
- Liaison with external parties on matters relating to the Integrated Management Systems.
- Reviewing and Issuing Non-Compliance Report (NCR's) as per necessary.
- Observes confidentiality procedures & registers & tracks accountable documentation to ensure security & control.
- Implements the day-to-day operations assigned for the job to ensure compliance with the established standards and procedures.

**Job Description: Document Controller**

- Handled company-wide vendor data reproduction, distributions and transmittals through ACONEX System.
- Registering Outward and Inward documents, uploading and tracking Project Database in ERP System.
- Sending and Follow up Quotations to customer.
- Follow up the LPO intended to Suppliers.
- Assigned the responsibilities of receiving, logging, tracking, filing and monitoring through ERP and Aconex.
- Responsible for maintaining data information and reports in a database
- Handled the tasks of responding to internal and external document as required
- Assisted in the turnover of documents and drawing at the completion of jobs
- Handled the tasks of scanning hard copies to create electronic copies
- Assigned the tasks of preparing records, distributing documents and keeping files by using paper-based and electronic systems
- Facilitated and monitored circulation of documents for authorized signatures
- Preparing and submittals of Material Inspection Request (MIR) and Inspection Request Form (IRF)
- Preparing Pre-qualifications document, Material submittals and submit to clients as an initial stage of bidding process.
- Preparing Sample submittals and shop drawing submittals.
- Registering all submittals and upload Acknowledgment / Receipt to ERP System Document Control.
- Performed routine administrative tasks as required

**ORGANIZATION: QATAR CONSTRUCTION SITES DOHA, QATAR**

**DEPARTMENT: ADMINISTRATIVE DIVISION**

**POSITION: ADMINISTRATIVE ASSISTANT**

**PERIOD: 29 AUGUST 2010 – 09 AUGUST 2012**

- Worked with all levels of the Internal Management and perform a variety of administrative duties.
- Performs various administrative tasks; organizes, prioritize and completes tasks in a timely manner.
- Preparing correspondence, agenda, reports, minutes, memo, forms and agreements, contracts.
- Maintain complete and accurate filing system of forms, records and general correspondence. Complies statistical information and prepares report as requested
- Coordinating with our Media Partners and maintaining a smooth business with our sponsors.
- Performs Sales task: Maintaining the sales record, computation and preparing of Sales Commission and Coordinates with our valued client.
- Preparing Sales Contract and filing in proper manner per company standards.
- Keeping track of the daily attendance of all the staff.
- Preparing Pay-rolls and Salary sheets.
- Preparing Request for Annual Tickets and Annual Leave of all staff
- Maintaining the records of Leave Holidays of all staff
- Performs various HR and Administrative tasks: Hiring of new Staff and preparing the settlement of all staff leaving.
- Performs various front-desk and reception tasks: Greets visitors, handle phone calls, arrange callbacks and relays messages. Make phone surveys, verification and enquiries for updating contact information of Mailing database
- Take part in any meetings to assure secretarial follow-through.
- Maintain office supplies, equipment and manage expenses
- Prepares purchases and departmental supplies orders; oversee the maintenance and repair of office equipment.
- Other duties related to the business may be assigned from time to time

**ORGANIZATION: GULF PROJECTS AND SERVICES COMPANY DOHA, QATAR**

**DEPARTMENT: SALES DIVISION**

**POSITION: SALES AND SHOWROOM SUPERVISOR (BOMBAY, ZONE, SIMPLIFIED AND EPAVLIS)**

**Period: 15 MARCH 2005 – 30 APRIL 2010**

- Prepares business correspondence and memorandum for office and employees.
- Directly Reporting to the Commercial Manager.
- Over-all in charge for business operations.
- Responsible for handling customer service and dealing with the client as per customer standard procedures.
- Preparing Sales Quotations, Credit and Cash Sales Invoice, Statement of Account of a client.
- Preparing Monthly Sales Report required by the management with Market Analysis for designated areas.
- Preparing Accounts Report: Summary of Monthly and yearly report as per General Accounting Procedures.
- Supervising the Staff: Staff Schedule and Staff Training.
- Flight booking and follow-up necessary documents of the staff.
- Monitoring the confidentiality of client and employee's database.
- Follow - up shipments and assisting the Logistic Coordinator from incoming and outgoing goods.
- Monitoring cash flow of the business.
- Preparing Letter for Request and Petty cash reimbursements.
- Balancing of accounts from the system software.
- Follow - up credit customers such as Hotels, Restaurants, real estate and other related companies.
- Organizing the needs in preparations for exhibit or any events joined by the company.
- Responsible and In-charge for set-up of new showrooms.
- Stand as a company representative for any events and exhibits.
- Filing and monitoring of documents needed for Sales coordination.
- Conducts Mid - year and yearly Inventory with the assistance of accredited Auditing firm.
- Monitoring and maintaining the daily needs of the showrooms.
- Stock - taking and Interior Designing.
- Visual Merchandising: Monitoring the stocks displayed.
- Perform various tasks as per management required with minimum supervision.

**Awards Received : Exquisite Performance  
August 2008**

**Acting Showroom Manager  
July 2007**

**ORGANIZATION: PRIME PANEL INCORPORATED (AUSTRALIAN TECHNOLOGY) MANILA, PHILIPPINES**

**DEPARTMENT: PLANT AND MANUFACTURING DIVISION**

**POSITION: INVENTORY ASSISTANT / PLANT ADMINISTRATIVE IN-CHARGE**

**Period: JUNE 2002 – FEBRUARY 2005**

- Perform Administrative and clerical office tasks
- Responsible for searching temporary staff for production of a certain project.
- Preparing payroll account for temporary and contractual employees of a project.
- Managing the Warehouse Operations (Warehousing).
- Preparing Monthly and Yearly Inventory Report as per management required.
- Monitoring the physical quantity of all items to maintain the minimum stock level.
- Coordinates with the Production Planner in preparation of materials for production ready for dispatch to a project.
- Coordinates with accounting office: Inventory, Request and Reimbursements.
- Directly Reporting to the Plant Supervisor.
- Monitors and handles administrative office needs: Supplies, utilities and other maintenance materials in the office.
- Handles and maintain good rapport to the suppliers.
- Responsible for handling calls such as follow-ups and client inquiry.
- Performing various tasks assigned by Immediate Plant Supervisor.

**ORGANIZATION: FILINVEST ALABANG INCORPORATED MUNTINLUPA, PHILIPPINES**

**DEPARTMENT: OPERATIONS DIVISION**

**POSITION: OPERATIONS ASSISTANT (DOCUMENTATION, BILLING & COLLECTION & CREDIT INVESTIGATION)**

**Period: JUNE 2000 – AUGUST 2001**

**Job Description: Documentation**

- Coordinated with various Government Agencies (Liasion) such as Bureau of Internal Revenue, Assessor's Office and Registry of Deeds.
- Prepares Sales Contracts: Deed of Sale, Deed of Absolute Sale, Contract of Lease and other related documents.
- Prepares Documentation Status Reports and other reports required by the management.
- Helped maintain confidential reports and client database file.
- Secure and monitors the safety of Land and Condominium Titles and other original documents in safety vault.
- Follow-up documents needed for transferring of titles.
- Process Commission Forms of Marketing Sales personnel for endorsing to accounting office.
- Recommends other system and procedures to hasten processing documentation.

**Job Description: Billing and Collection**

- Prepares Monthly Collection Reports for all projects required by the management.
- Prepares Daily Collection Report and Miscellaneous Income Report.
- Prepares Monthly Association Dues Statement of Account.
- Issued Provisional receipts for client and process Official receipts endorsed to the Accounting office.
- Monitoring Postdated Cheques in safety vault for monthly amortization.
- Deposit all cash and cheques collections of the company in an authorized bank regularly.

**Job Description: Credit Investigation**

- Conducts telephone and field verifications of prospective and existing client.
- Accomplish Personal and Business Verifications Report.
- Prepares Final Investigation report and endorsed to Head of Division.
- Coordinates with Marketing Support Group.
- Entertain telephone Inquiries of Client Inquiry.
- Handles confidentiality of personal information of client database.

**ORGANIZATION: AYALA LAND INCORPORATED, MAKATI, PHILIPPINES**

**DEPARTMENT: SALES DIVISION**

**POSITION: ON-THE-JOB TRAINING**

**PERIOD: OCTOBER 1999 – JANUARY 2000**

**Job Description: On-The-Job Training**

- Assisting the Sales Supervisor.
- Customer Service: Inquiries and follow-ups.
- Preparing Sales Contracts and other required documents for transferring of Land titles to the owner after sales.
- Filing documents to the desired folder and keep in Filing cabinet.
- Monitors Client Documentation Status in the system.

#### **Academic Profile**

1996 - 2000	<b>ST. PAUL UNIVERSITY OF MANILA, Philippines</b> Bachelor of Science Degree in Marketing - Accounting 1998, Program's Lister
1992 – 1996	<b>COLEGIO SAN AGUSTIN, Binan, Laguna, Philippines</b> High School Diploma March 1996 (Secondary Level)

#### **Key Qualifications**

- ❖ Telephone etiquettes.
- ❖ Knowledgeable in using office equipment.
- ❖ Ability to create and prepare business correspondences, presentations, proposals and flyers for promotions.
- ❖ Have a high sense of excellent customer service.
- ❖ With ability in making reports required by management.
- ❖ Ability to work under pressures and meet deadlines.
- ❖ Ability to organize projects, events, presentations, new business and programs.
- ❖ Knowledgeable in Accounting and Office Administration Procedures.
- ❖ Proficient in written and oral English communication.

#### **Technical Skills**

- ❖ Proficiency in Navision System
- ❖ Proficiency in Unilever International Portal and Friesland Campina (Lexia) Portal
- ❖ Proficiency in ACONEX
- ❖ Proficiency in Open ERP System
- ❖ Proficiency in Smart Draw Process
- ❖ Proficiency in Microsoft office (Word, Excel, Power Point and Paint) and Microsoft Outlook (Emails)
- ❖ Proficiency in Adobe Acrobat

#### **Personality Traits**

- ❖ People and Result Oriented
- ❖ Outstanding loyalty, Cooperative and committed
- ❖ Ability to work hard and smart
- ❖ Dynamic and Dedicated
- ❖ Professional and calm approach
- ❖ Strong Communication Skills

### **Trainings Attended**

<b>May 06, 2015</b>	<b>ISO 9001:2015 and ISO 14001:2015 Revision Seminar</b> Quality Austria Gulf Doha, Qatar
<b>January 20 – 24, 2013</b>	<b>QUALITY MANAGEMENT SYSTEM IRCA AUDITOR / LEAD AUDITOR, ISO 9001:2008</b> Quality Austria Gulf Doha, Qatar
<b>September 25 – 27, 2012</b>	<b>IMS INTERNAL AUDITOR TRAINING PROGRAMME ISO 9001:2008, OHSAS 18001:2007 &amp; ISO 14001:2004</b> Qatar Quality Plus Doha, Qatar
<b>September 20, 2012</b>	<b>IMS AWARENESS TRAINING ISO 9001:2008, OHSAS 18001:2007 &amp; ISO 14001:2004</b> Qatar Quality Plus Doha, Qatar
<b>May 02 – 05, 2011</b>	<b>PROJECT QATAR 2011</b> Doha Exhibition Center Doha, Qatar
<b>December 01 - 10, 2008</b>	<b>INDEX EXHIBITION 2009</b> Dubai World Trade Center Dubai, United Arab Emirates
<b>February 2006 - 2008</b>	<b>DIYafa EXHIBITION</b> Doha Exhibition Center Doha, Qatar
<b>February 2006 – 2007</b>	<b>DOHA ASIAN GAMES ORGANIZING COMMITTEE (DAGOC)</b> Resident Centre Assistant - Volunteer Doha, Qatar

### **Certificate**

**IRCA Certified Quality Management System Auditor / Lead Auditor**  
**Certificate No. QMSLA/13/0071**

**Certified Integrated Management System Internal Auditor**  
**(ISO 9001:2008, OHSAS 18001:2007 & ISO 14001:2004)**  
**Certificate No. IMSIA/12/1350/QQP**

**Certified Integrated Management System Awareness**  
**(ISO 9001:2008, OHSAS 18001:2007 & ISO 14001:2004)**  
**Certificate No. IMSIA/12/1232/QQP**

### **ACKNOWLEDGEMENT:**

I hereby declare that all the details furnished above are true to the best of my knowledge

**(WHINKY SADSAD SUMALINOG)**