



PAOLO GASPAR

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Summary

Organized and reliable Business Management graduate with hands-on experience in inventory monitoring, customer service, and cash handling gained from academic projects and team-based operations. Proficient in MS Office and Google Workspace with strong attention to detail, adaptability, and the ability to maintain accuracy in fast-paced environments. Eager to contribute to retail and warehouse operations while ensuring excellent service and efficient stock management.

Education

Bachelor of Science in Business Management

September 2020 - July 2024

University of the Philippines Diliman, Philippines

- Latin Honor - Cum Laude

Projects

Operations Manager

February - June 2024

Bare Beauty - Feasibility Study & Business Pitch

- Oversaw inventory tracking and managed stock levels for the proposed startup's products.
- Handled mock sales transactions and maintained organized records of cash flow and stock movement.
- Assisted in setting up product displays and ensuring customer satisfaction during mock sales events.

Researcher

February - October 2023

Operations Management Plan - Chicken Katsu Ready-to-Eat Meal

- Contributed to operational planning, including vendor selection, inventory management, and pricing considerations for a proposed manufacturing business.
- Documented projected financial flows, assisted in mock accounts payable/receivable processes, and supported inventory budgeting plans.
- Documented inventory requirements, assisted in simulating order fulfillment, and supported team workflow organization.

Researcher

August - December 2023

Strategic Management Analysis, Grab Holdings Inc.

- Conducted market analysis and evaluated company strategies for supplier engagement and operational efficiency.
- Contributed to financial analysis and reporting to support strategic recommendations.
- Organized data for cost modeling and departmental budget alignment.

Skills

- All: Inventory Monitoring and Stock Replenishment, Cash Handling and POS Operations, Customer Service and Assistance, MS Office (Word, Excel), Google Workspace (Sheets, Docs), Fast and Accurate Data Entry, Product Display and Merchandising, Team Collaboration, Organizational Skills, Attention to Detail