



# RHENAN G. GARAIIS

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301 Al Dawar Gen Maintenance Bldg. Al Tibari St. Abu Dhabi, UAE

## About Me

A successful individual, with a proven track record in the industry. possess strong leadership qualities to motivate and supervise, able to handle all activities and proven ability to contribute strongly to the development of an effective and harmonious work unit.

## Personal Details

- Birth Date: May 11, 1982
- Nationality: Filipino
- Passport No: P6485003
- Issued Date: March 15, 2021
- Expiry Date: March 14, 2031
- Visa Status: Wife Visa

## Education

### TERTIARY

- Bachelor of Science in Management
- Major in Local Government Administration
- Sorsogon State College Institute of Management
- Sorsogon City, Philippines
- 2001 - 2005

### SECONDARY

- Bulan National High School
- Bulan Sorsogon, Philippines
- 1996 - 2000

### PRIMARY

- San Vicente Elementary School
- Bulan Sorsogon, Philippines
- 1990 - 1996

## Language

- Tagalog
- English
- Basic Arabic

## Work Experience

### DATA COORDINATOR

Drop's Company  
January - June 2022

- Collect, organize, and maintain data sets to ensure accuracy and accessibility.
- Accept and manage customer orders received online, ensuring timely processing.
- Print orders and turnover the lists of items to pickers for efficient order fulfillment.
- Responsible for receiving items from suppliers and ensuring proper display and inventory management.
- Extract data for full orders within the day, consolidating information for reporting and analysis.
- Maintain organized filing systems for all order-related documents and data.
- Implement and monitor data validation processes to ensure integrity and consistency.
- Ensure compliance with data protection regulations and implement security measures to safeguard sensitive information.

### SALESMAN

Sells Fresh Fruits & Vegetables Branch 1 | Abu Dhabi, UAE  
August 25, 2018 - January 31, 2022

- Maintain in-depth knowledge of various fruits and vegetables, including their seasonality, nutritional benefits, and handling requirements.
- Build and maintain relationships with customers, providing exceptional service and addressing their needs.
- Monitor stock levels, manage inventory, and ensure that products are displayed attractively and rotated for freshness.
- Take customer orders and ensure timely fulfillment, coordinating with suppliers or warehouse staff as needed.
- Inspect products for quality and freshness, ensuring that only the best items are offered to customers.
- Work with other team members to coordinate sales efforts, promotional displays, and product deliveries.

### RETURN TO VENDOR (RTV) CONTROLLER FINANCE DEPT.

Danube Co. | Al-Khobar, Saudi Arabia  
December 2015 - February 2018

- Liaise with vendors to coordinate returns, negotiate terms, and resolve any discrepancies related to returns.
- Ensure accurate reconciliation of RTV transactions, including tracking returns, credits, and adjustments in financial records.
- Maintain detailed records of all RTV transactions, including return requests, approvals, and follow-ups.
- Collaborate with inventory management teams to track returned items and ensure accurate inventory levels.
- Prepare and present reports on RTV activities, financial impacts, and trends to management for strategic decision-making.
- Develop and enforce RTV policies and procedures to improve efficiency and minimize losses.



## Skills

- Ensure accuracy and high-quality work in all tasks.
- Work effectively with teams to achieve common goals.
- Strong leadership skills.
- Show willingness to take on challenges and improve processes.
- Skilled in Microsoft Word and Excel for data management and reporting.
- Analyze sales data and market trends for informed decision-making.
- Clearly convey ideas and collaborate with team members and suppliers.
- Develop engaging visual merchandising strategies.
- Manage multiple tasks efficiently and meet deadlines.
- Understand sales metrics and projections to guide merchandising decisions.

## Reference

### Mr. Rashid

- Owner
- Sells Fresh Fruits & Vegetable
- Abu Dhabi, United Arab Emirates
- +971504867979

### Engr. Gerardo Simpelo

- Computer Head Department,
- Operation Manager
- Jubail Technological Institute
- Al-Jubail Kingdom of Saudi Arabia
- +966534261094

### SECURITY GUARD

Danube Com. | Kingdom of Saudi Arabia  
February 2012 - December 2015

- Conduct regular patrols of the premises to detect signs of intrusion or unauthorized activity.
- Monitor surveillance equipment and alarm systems to identify and respond to potential security breaches.
- Manage entry and exit points by checking identification and allowing or denying access to individuals as appropriate.
- Respond promptly to emergencies, incidents, or alarms, and report any unusual activity to the appropriate authorities.
- Maintain accurate logs and reports of daily activities, incidents, and any security breaches.
- Provide assistance to visitors and employees, answering questions and addressing concerns in a professional manner.
- Enforce company rules, regulations, and safety protocols to ensure a secure environment.

### HOUSEKEEPING

King Fahad Specialist Hospital, Saudi Arabia  
March 2010 - January 2012

- Cleans and disinfects various areas of a hospital, including patient rooms, waiting rooms, restrooms, surgical areas, cafeterias, offices and other spaces.  
Cleans and sanitize patient rooms, clinical areas and common spaces
- Use chemicals and supplies to disinfect and sterilize frequently touched surfaces.
- Cleans and disinfects various areas of a hospital, including patient rooms, waiting rooms, restrooms, surgical areas, cafeterias, offices and other spaces.  
Remove trash and dispose of medical waste properly  
Launder hospital linens, such as bedsheets and towels  
Sanitize and clean sinks, toilets, floors and other surfaces in restrooms

### MERCHANDISER

Johnson & Johnson Company | Philippines  
March 2005 - February 2010

- Analyze market trends and consumer preferences to select products that align with the brand and target audience.
- Use computer software to handle sales statistics, produce sales projections, and create spreadsheets and graphs for analysis.
- Analyze every aspect of bestsellers, including pricing, colors, and styles, to ensure they reach their full potential.
- Monitor slow-selling items and act to reduce prices or implement promotions as necessary.
- Create planograms to optimize product placement on shelves and in displays for maximum visibility and accessibility.
- Work closely with suppliers, sales teams, and marketing departments to ensure cohesive strategies and product launches.
- Accompany buyers on visits to manufacturers to gain insight into production processes and product quality.

I hereby certify that the above information is true and correct to the best of my knowledge and beliefs.

**RHENAN G. GARAIS**

Applicant