



Ronally Tarcena

Office Admin -
Cash Office Personnel

+968 97 428 345
ronallytarcena9@gmail.com
Muscat, Sultanate of Oman

Professional Summary

Diligent and enthusiastic Client Service Specialist with over 20 years of experience across diverse industries, including retail, clothing, supermarkets, tourism, hotels and restaurants, cafeterias, and power tools. Adept at identifying client needs to achieve business goals, with a proven track record of success in sales and maintaining smooth, efficient, and highly productive operations.

Highly skilled in time management, problem-solving, and detail-oriented organizational practices. Known for the ability to handle multiple projects with a high degree of accuracy and professionalism. Experienced in fostering team cooperation, building strong teams, and driving productivity to exceed objectives. A natural leader and analytical problem solver with extensive experience in team building, and delivering exceptional client service.

Career History

The Sultan Center L.L.C.

Office Admin - Cash Office Personnel

Muscat, Oman | June 2023 - Nov. 2024

- Reported sales and cash updates to the Finance Department and Store Manager.
- Oversaw cash deposits and ensured accurate sales Recon.
- Acted as duty Manager at night.
- Coordinated with multiple departments, such as Scanning Coordinator and Graphic Editor for promotions.
- Cashier

RG Power Tools Trading

Business - Self Employed

Bataan, Philippines | Oct. 2019 - Mar. 2023

- Handled contractor and company inquiries, provided quotations, and controlled inventory.
- Managed purchasing, pricing, and technical issue resolution.
- Promoted safe working environments through adherence to regulatory standards.

Skills

Organizational and Administrative Skills

- Strong organizational and time-management skills
- Work planning, prioritization, and documentation
- Detail-oriented and able to handle multiple tasks simultaneously
- Microsoft proficiency (Office, Excel, PowerPoint)
- Policies and procedures management

Communication and Interpersonal Skills

- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Staff supervision and team leadership
- Performance review and goal setting

Leadership and Team Management

- Goals and performance management
- Team leadership and motivation

Career History

Gaddiyel Travel & Tours

Self Employed

Bataan, Philippines | May 2016 - Mar. 2023

- Family Business ; Domestic & International Flights
- Knowledge in GDS.
- Arranging Local & International Tours & Booking

Rhon and Gelay Closet

Self Employed

Bataan, Philippines | April 2016 - Mar. 2023

- Managing Family business -Clothing Apparel

The Sultan Center L.L.C.

Admin - Receiver

Muscat, Oman | Sept. 2014 - Mar. 2016

- Managed product receiving, GRV/RTV & Invoices.
- Responded to email and phone inquiries effectively.
- Developed and maintained effective working relationships through communication.

Saray Hotel

Supervisor / Event Coordinator

Doha, Qatar | Oct. 2012 - Sept. 2014

- Supervised room assignments and amenities for guests.
- Monitored staff and ensured smooth departmental operations.
- Resolved customer issues and Management Support
- Organizing events such as : Wedding, Debut, & Other Occassions with Flower Arrangements, Table Settings and gift wrapping.

Nutrition & Diet Center

Sales Supervisor

Jeddah, Saudi Arabia | Oct. 2005 - Sept. 2012

- Delivered quality services to meet client satisfaction
 - through speed and cleanliness (QSC).
 - Implemented FIFO and SOP standards.
- Monitored staff performance, schedules, and operational efficiency.

Educational Background

Looc National High School

- Diploma: Secondary Education - Graduated
- June 1997 - Mar. 2001

Bulacan Elementary School

- Diploma: Primary Education - Graduated
- June 1991- Mar. 1997

Skills

Operational and Technical Expertise

- Experience in managing budgets and handling financial documents
- Inventory management
- Retail merchandise
- quality standards
- Storage management
- Hospitality and
- accommodation

Creative and Analytical Abilities

- Critical thinking and problem-solving
- Visual display arrangement for retail and hospitality

License

Oman Driver's License

Royal Oman Police, Dec. 2023

Certifications & Training

Store Operation Training

The Sultan Center, Sept. 2024

Employee of the Month

The Sultan Center, Sept. 2024

Sultan Value Employee

The Sultan Center, Mar. 2024

Center of Excellence

The Sultan Center, Dec. 2023

Employee of the Month

The Sultan Center, Dec. 2023

Expertise in IT & Marketing Sales

Commission Base-Sales Training
Simonian Technology Learning
Services, (Online) May 2023

Leadership Skills & Team Management (Online)

Alison Course, May 2023

Service and Repair Technician

Makita Power Tools, Jan, 2020