

DONALD P. DUMLAO
P. O. Box 12207
Dubai, United Arab Emirates
Contact No.: 050-8627712
Email Address: dark_spy07@yahoo.com



Objective

To obtain a position that would best fit my qualifications and develop further my talent and skills for continuous career development.

Personal Profile

A hardworking individual with strong determination to succeed, self-motivated, easy learner, organized and responsible person who enjoys the challenge of a busy work environment. A team member used to prioritizing work loads under pressure and capable of making significant contribution to the efficiency of the organization.

Employment History

Area 6 Internet Cafe – Café Attendant/Cashier

Brgy #6 San Nicolas, Ilocos Norte, Philippines

October 2007 to 2011

Responsibilities:

- Must have primary knowledge of computer maintenance and software installation.
- Must possess knowledge on popular online and LAN games because he or she will be assisting customers to use it.
- Troubleshoots different kinds of computer programs, hardware and software's.
- Provide excellent customer care.
- Maintain cleanliness and orderliness of the place.
- Keep accurate records of logs and inventories of the shop.
- Time customers of the number of minutes or hours they will use the computer or internet.

Majid Al Futtaim Carrefour Hypermarket LLC -Checker

Mirdiff City Center Dubai, UAE

August 2013 up to February 2021

Responsibilities:

- Receives all merchandise, including verifying merchandise against receiving documents, performing counts, and inspecting for damage
- Interacts with management to ensure that all related goals of the department are achieved
- Maintains clean and orderly work areas
- Completes necessary paperwork and maintains area files
- Performs the put-away function using the fork lift, electric pallet jack, and/or manual pallet jack
- Ensures all equipment is in working order
- Keeps senior management informed on all pertinent information related to the warehouse and reports any irregularities or problems as they occur

Majid Al Futtaim Carrefour Hypermarket LLC – Supervisor

Mirdiff City Center Dubai, UAE

February 2021 – December 2023

Responsibilities:

- Recommend employees on care and preservation of items received, methods and use of equipment.
- Train staff to handle, sort and maintain stock and related problems.
- Review records for information accuracy and compliance with established procedures.
- Determine work procedures, prepare work schedules and expedite workflow.
- Provide written and oral instructions and improve efficiency of receiving subordinates.
- Assign duties and assess work for exactness, neatness and conformance to policies and procedures.
- Maintain harmony among workers and resolve grievances.
- Ensure Quality Assurance procedures for inbound shipments are being followed.
- Evaluate reports and respond to quality issues with Department Head.
- Ensure to safe keep company funds and property, personnel practices, security and record-keeping procedures.
- Supervise compliance of receiving practices with established company policies and standards.
- Maintain an orderly and neat receiving area.
- Assist to solve problems and make informed decisions affecting service and productivity of receiving area.

Academic Background

Tertiary	: Bachelor of Science in Computer Engineering (undergraduate) 2004-2006 Marriano Marcos State University Batac City, Ilocos Norte, Philippines	
Secondary	: San Nicolas National High School San Nicolas, Ilocos Norte, Philippines	2000-2004
Primary	: Filipinas Elementary School San Nicoals, Ilocos Norte, Philippines	1994-2000

Skills

Computer Literate: Microsoft word, Microsoft Excel, Microsoft Powerpoint, Internet Explorer.
Forklift Operator

References

Mr. Abdelhadi Naciri
Receiving Manager
MAF Carrefour, Mirdif City Center
0564180320

Ms. Narges Mashour
Human Capital Manager
MAF Carrefour, Mirdif City Center
0509787766

Personal Data

Birthdate	: 7 April 1987
Place of Birth	: San Nicolas, Ilocos Norte, Philippines
Religion	: Catholic
Citizenship	: Filipino
Civil Status	: Married
Passport No.	: P778847O1A
Issue Date	: July 03, 2018
Expiry Date	: July 02, 2028

