

MARIANE ROSE GRACIOSA MALINAG
Contact No.: +639953115902 / +639122790646



PROJECT COORDINATOR / ADMINISTRATION POSITION

Proactive Project Coordinator with years of experience managing multiple projects / office operations in fast-paced, deadline-driven environments. Adept at developing and maintaining detailed administrative and procedural processes that reduce redundancy, improve accuracy, and achieve organizational objectives. Skilled at working effectively with different departments to coordinate information and resolve problems.

PROFESSIONAL EXPERIENCES:

➤ **PROJECT COORDINATOR**
TRANSIND HOLDING
Doha-Qatar

August 16, 2015–April 18, 2019

- Handled reputed Government / Private entities as an efficient coordinator and being the first line of contact between Client and Company
- Kept up to date time records / paper works
- Handled Soft Services Tender Requirements
- Managed 200+ staff employees
- Administer and maintain daily office operations, including greeting clients, responding to phone calls, and performing billing tasks with 100% accuracy
- Slashed cost of office supplies through negotiating prices with suppliers and maintaining appropriate stock levels to avoid shortages
- Create distribution agreement for the Company Director in compliance with legal policies and procedures while sorting and distributing mails/calls to appropriate personnel
- Developed and implemented a well-organized filing system

➤ **CUSTODIAN TRAINEE**
GOLDEN ABC, INCORPORATED,
Regatta Boutique-SM City Iloilo
Iloilo, Philippines

June 18, 2012 – March 26, 2015

- Delivered excellent service to ensure high levels of customer satisfaction.
- Motivated the sales team to meet sales objectives by training and mentoring staff.

Block 22, Lot 4, Phase 1, Deca Homes 3, Brgy. Jibao-an, Pavia, Iloilo, Philippines, 5001

- Created business strategies to attract new customers, expand store traffic, and enhance profitability.
- Trained, new staff.
- Responded to customer complaints and concerns in a professional manner.
- Ensured store compliance with health and safety regulations.
- Developed and arrange promotional material and in-store displays.
- Prepared detailed reports on buying trends, customer requirements, and profits.
- Undertook store administration duties such as managing store budgets and updating financial records.
- Monitored inventory levels and ordered new items.

➤ **SALES STAFF**

WIDESCOPE PROMOTIONAL RESOURCES INC.

Penshoppe Concession-SM Delgado, Iloilo City

Iloilo, Philippines

February 13, 2012 – May 31, 2012

- Provided a positive customer experience with fair, friendly, and courteous service.
- Resolved customer issues and answers questions.
- Developed and arrange promotional material and in-store displays.
- Prepared detailed reports on buying trends, customer requirements, and profits. A
- Monitored inventory levels and ordered fast moving items.
- Able to hit the sales quota given by the manager.

➤ **SALES STAFF**

WIDESCOPE PROMOTIONAL RESOURCES INC.

Penshoppe Concession-SM City Iloilo

Iloilo, Philippines

August 1, 2011 – February 1, 2012

- Provided a positive customer experience with fair, friendly, and courteous service.
- Resolved customer issues and answers questions.
- Developed and arrange promotional material and in-store displays.
- Prepared detailed reports on buying trends, customer requirements, and profits. A
- Monitored inventory levels and ordered fast moving items.
- Able to hit the sales quota given by the manager.

➤ **SALES STAFF**

WIDESCOPE PROMOTIONAL RESOURCES INC.

Penshoppe Concession-Gaisano City-Guanco, Iloilo City Branch

Iloilo, Philippines

January 11, 2011 – July 25, 2011

- Provided a positive customer experience with fair, friendly, and courteous service.

- Resolved customer issues and answers questions.
- Developed and arrange promotional material and in-store displays.
- Prepared detailed reports on buying trends, customer requirements, and profits.A
- Monitored inventory levels and ordered fast moving items.
- Able to hit the sales quota given by the manager.

➤ **SALES STAFF**

WIDESCOPE PROMOTIONAL RESOURCES INC.

Penshoppe Boutique- SM City, Iloilo

Iloilo, Philippines

December 10-30, 2010

- Provided a positive customer experience with fair, friendly, and courteous service.
- Resolved customer issues and answers questions.
- Developed and arrange promotional material and in-store displays.
- Prepared detailed reports on buying trends, customer requirements, and profits. A
- Monitored inventory levels and ordered fast moving items.
- Able to hit the sales quota given by the manager.

➤ **DINING CREW**

GREEN MANGO FOOD GROUP, CORPORATION

GREEN MANGO RESTAURANT-JARO PLAZA, ILOILO CITY BRANCH

ILOILO, PHILIPPINES

July 1, 2010 – November 30, 2010

- Welcome customers as they enter the establishment and guide them, if necessary, to where they should sit or stand to place an order.
- Answer any questions customers may have about ingredients, portion sizes, and how the food is prepared.
- Take customer orders, guiding them with selections and making recommendations if requested.
- Operate cash registers to process cash and credit card payments for orders:
- Promote restaurant products by offering to upgrade items or showcasing daily specials available.
- Prepare and package food quickly and consistently according to company standards for presentation, cooking times, and assembly.
- Strictly always adhere to current sanitation and food safety regulations.
- Maintain a clean and orderly workstation that is clear of debris and discarded food, gloves, or other items:

➤ **SERVICE CREW**
WINLUCK F & B CORPORATION
Shakey's SM City, Iloilo
Iloilo, Philippines
October 28, 2009 – March 27, 2010

- Welcome customers as they enter the establishment and guide them, if necessary, to where they should sit or stand to place an order.
- Answer any questions customers may have about ingredients, portion sizes, and how the food is prepared.
- Take customer orders, guiding them with selections and making recommendations if requested.
- Operate cash registers to process cash and credit card payments for orders:
- Promote restaurant products by offering to upgrade items or showcasing daily specials available.
- Prepare and package food quickly and consistently according to company standards for presentation, cooking times, and assembly.
- Strictly always adhere to current sanitation and food safety regulations.
- Maintain a clean and orderly workstation that is clear of debris and discarded food, gloves, or other items:

EDUCATION

WEST VISAYAS STATE UNIVERSITY, La Paz, Iloilo, Philippines

Graduate

Bachelor in Hotel and Restaurant Management, 2009

MINA NATIONAL HIGH SCHOOL, Mina, Iloilo Philippines

Secondary, 2005

MINA CENTRAL SCHOOL, Mina, Iloilo, Philippines

Elementary, 2001

VOCATIONAL COURSES

Arabic Language (Level I-A)

Sheik Abdulla Bin Zaid Al Mahmoud Islamic Cultural Center (FANAR)

Abdulla Bin Jassim Street, Doha, Qatar

July 16, 2017-August 31, 2017

Arabic Language (Level II-B)

Sheik Abdulla Bin Zaid Al Mahmoud Islamic Cultural Center (FANAR)

Abdulla Bin Jassim Street, Doha, Qatar

Feb. 19, 2017 – May 3, 2017

Arabic Language (Spoken Level)

Sheik Abdulla Bin Zaid Al Mahmoud Islamic Cultural Center (FANAR)

Abdulla Bin Jassim Street, Doha, Qatar

ADDITIONAL SKILLS

- Expert in Microsoft Office
- Bilingual, fluent in written, spoken in English and Filipino
- Basic knowledge of Arabic / Hindi

PERSONAL DETAILS

Age:	34 years old
Date of Birth:	April 1, 1988
Place of Birth:	Pototan, Iloilo, Philippines
Religion:	Roman Catholic
Civil Status:	Single
Citizenship:	Filipino
Height:	5'2"
Weight:	65 kgs.
Language Spoken:	English, Filipino and Hiligaynon

QATAR REFERENCES:

- Mr. Donald Felizardo
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- Ms. Aireen Mendoza
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