**Alfredo**

**Career Objective:** To be a part of an Organization where I can fully exercise my Skills, Capabilities and Potential/s to promote Positivity and Efficient Accomplishment of Tasks and Responsibilities.

**Contact Professional Experience/s**

**Play Area Staff**

*Kidz Palooza Entertainment LLC. Feb. 23, 2016 – Present (Dubai, UAE)*

* Prepare/s Manpower Shifts every week
* Execute and Supervise SOPs such as cleaning, guest accommodation and complain handling
* Supervise Staff/s during Birthday Party/ies and Events
* Prepare Plan/s and design/décor on event/s and parties
* Maintain stocks/ items available and prepare purchase request/s if needed

**Play Area Senior Staff**

*Favourite Things Mother and Child LLC October 2014 – December 2015 (Dubai, UAE)*

* Prepare/s Manpower Shifts every week
* Execute and Supervise SOPs such as cleaning, guest accommodation and complain handling
* Assist guests during Birthday Party/ies and Events
* Prepare Plan/s and design/décor on event/s and parties

**Play Area Staff**

*Favourite Things Mother and Child LLC June 2013 – September 2014 (Dubai, UAE)*

* Assists guest/s in the play area
* Maintain Cleanliness Standard
* Setup Birthday Party/ies and Events

**Sales Monitoring cum Analyst**

*Lifelink Inc. July 2010 – April 2013 (Manila, Philippines)*

* Monitor Plan Materialization
* Sample Releasing and Feedback Update/s
* Account Officers’ Call Reports/ Expense Consolidation
* Sales per Hospital/ Dealers Monitoring

**Reference/s: Upon Request**

**Jumeirah 1, Dubai,UAE**

**Mobile: C/o 971505891826**

**Email:** [**alfredo.377228@2freemail.com**](mailto:alfredo.377228@2freemail.com)

**Education**

**Bachelor’s Degree**

*Business Admin Major in Marketing*

Polytechnic University of the Philippines

2006 – 10

**Technical Skills**

* Task Delegation
* Manpower Planning and Execution
* Stock/s Monitoring
* Complain Handling/ Resolution
* Guest Accommodation
* Standard Cleanliness

**Computer Literacy**

* MS Word
* Excel
* Powerpoint