



# HERMIS MABEZA PARDO

## OBJECTIVE

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To obtain a position in the world of business that would fit my qualifications and further develop talents & skills for continuous career improvement.

## SKILLS

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- Knowledge on Basic Equipment and Machine Operation
- Driving Skills
- Inventory of tools and equipment.
- Knowledge of Microsoft Office, such as Word, Excel, PowerPoint and can operate other electronics equipment.

## WORK EXPERIENCE

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### **Marketing Specialist**

November 5, 2013 up to present **Abuljadael Beverage Company Riyadh KSA**

- Maintains store shelves by observing displays of company products; removing damaged or freshness-dated products; tidying store shelves; providing optimum display of products.
- Maintains inventory by restocking shelves with product from inventory; observing inventory levels; prompting store management to reorder when levels appear low; arranging for return and credit for damaged products.
- Completes call report by observing display and pricing of competitors' products.
- Helps field sales representatives with special promotions by setting-up displays at aisle ends; checking daily on special promotions; observing customer reaction to special promotions; forwarding observations to management; removing promotions at end of special promotion period.
- Provides information by reporting growth, expansion, or closing of supermarkets in assigned territory.
- Enhances merchandising and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments

### **Power Plant Maintenance Helper and Driver**

July 2012 – July 2013 **Power Plant, Philippines**

- Responsible for the operation of the pump stations to include maintenance and system adjustments.
- Maintain the flow of water; cleans and performs yard work at water pump stations.
- Maintain material moving equipment in good working condition.
- Clean machinery or equipment.
- Assisting the Head foreman on equipment's and machine needed.

**Catering Head Waiter and Barista (Coffee)**

June 2011 – June 2012 **Al Rafaidan Catering Services (RAFCO) Doha Qatar**

- Properly rotate and check the dates of all coffee.
- Maintain proper food handling, safety, and sanitation standards.
- In charge in the catering services

**Barista**

April 2004 - May 2011 **La Maison du Café Najjar Doha Qatar**

- Barista (Hot and Cold coffee)

**Auxilliary Power Plant Operator**

December 2001-January 2003 **Power Plant, Philippines**

- Gather oil, water and electrolyte sample of lab analysis.
- Handle generators, auxiliary pumping equipment and power plant devices to connect and disconnect equipment from circuits
- Document stream flow and river level data.
- Conduct equipment maintenance
- Document and compile operational data, complete and maintain forms, logs and reports.
- Oversee and check power plant equipment to determine operating problem evidence.

**Merchandiser**

July 2000-November 2001 **Pioneer Center Supermart, Pasig City**

- Preparing recording of incoming document routine filing and dispatching of all outgoing document.
- Prepare request for procumbent materials.
- Update and maintain quality records and preparing document materials.

EDUCATION

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June 1994-May 2000 **Divine Word College of Legazpi**  
**Bachelor of Science and Commerce**  
**Major in Banking and Finance**