



PROFILE

Highly efficient professional with years of living experience in Doha Qatar since 2006. Graduated with a degree in Information Technology and recently completed Certificate in Professional Qualification in Document Control with Aconex.

Flexible and proactive with working experience in Doha Qatar as a Storekeeper/Stock Inventory Analyst and Salesman Mechanic combining work and passion for autos and motorbikes.

Currently, in a customer-facing role as a Salesman under Cargo Company with Excellent human relation skill having dealt with a variety of customers and employees. Ability to execute number of jobs simultaneously and has both written and oral communication skills. Driven and possesses a natural ability to work well within a group, well organized, highly motivated and have open-minded attitude and dedication to quality

While I don't have any formal experience in Information Technology in a professional setting. I engaged myself in some part time jobs such as "Graphic designer cum IT support at Show force Doha Qatar, PE teacher cum IT support at Hamad International Developed School for one and a half years while studying IT course in the evening at Aptech, Doha Qatar. To keep myself motivated and knowledgeable in emerging technologies and industries.

CONTACT

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JAMISON P. CARINO

Admin IT Support / Storekeeper / Sales Mechanic

EDUCATION

TERTIARY

IETI College, Alabang Phil.

Bachelor of Science in Information Technology
June 2013 To June 2016

Aptech Computer, Education Center Doha,

Diploma in Information Technology
January 2010 to March 2013

Information Technology Perpetual

June - October 2009

SECONDARY

PHILIPPINE SCHOOL DOHA

June 2005 –March 2009

PRIMARY

ST. THOMAS MORE ACADEMY,

Molino, Bacoar Cavite Philippines

June 1999 – March 2005

ST. THOMAS MORE ACADEMY

Molino, Bacoar, Cavite Philippines

June 1996-March 1999

WORK EXPERIENCE

RT International Trading W.L.L. -Salesman

E4 Cargo Express Doha, Qatar
January 01,2024 To Present

Responsibilities:

- Responsible for selling a company's products by identifying leads, educating prospects on products through calls, training, and presentations, and providing existing customers with exceptional support.
- Notify consignees and customers about the arrival of their cargo and arrange its delivery and informing clients about payment methods
- Responsible for initiating sales calls to prospective or current clients
- Responsible for price and service negotiation with customers and carriers
- Uphold rapport with clients and prospects, build relationships and sell to clients through phone or one-on-one.
- Carry out research to identify companies not currently doing business with the organization

PROFESSIONAL CERTIFICATION

Professional Qualification in Document Control with Aconex

**In focus Computer Training Center
Doha Qatar**

30th September 2022 to
16th December 2022

Nebosh Certificate

DISS, Doha Qatar

July 2017

Rivan IT

Makati Philippines

November 2017

TRAININGS/SEMINARS ATTENDED

• **Network Administrator,**
Rivan-Makati, Philippines
Nov.13 – Nov.17,2017

• **Nebosh IGC DISS,**
Doha Qatar
May–June 2017

• **Safety Officer-On the Job Training,**
RLN-EAG, Lusail
May - June 2017

• **TESDA, Imus Cavite**
July – Oct 2013

• **IT Support, On the Job Training,**
Parsons Brinckerhoff, 5th Floor. Ashghal
Bldg. Corniche
April 2012

• **Arabic Course – Level 1,**
Fanar Guest Center, Doha Qatar
July 2011

• **Call Center Applications,**
Robinsons Complex, Imus Cavite,
Philippines
August- September 2010

ACTIVITIES AND INTERESTS

•Professional Cyclist

Achievements:

**Ashgal National Road cycling
Championship, Dukhan Climber's Race**
Qatar Cycling and Triathlon
Federation's Season Opening race.
A Race, Third place, U-40, First-place.
Carbon Wheels/Bike to Work
OCTOBER 2021

Carbon Wheels Trading - Stock Inventory Analyst/ Sales Mechanic

W.L.L Aspire Zone, Carbon Wheels Doha, Qatar

November 2020 To December 2023

Responsibilities: Stock Inventory Analyst

- Overall monitoring of Stocks inventory, sales, and performance of both systems, stores.
- Managing inventory items and controlling day-to-day inventory operations.
- Creates and modifies various documents using Microsoft Office as required.
- Help the organization's management navigate inventory purchases, resource allocation and forecast future sales.
- Drafting inventory reports that document inventory counts, discrepancies, and other statistical data.
- Coordinating with other workers to resolve discrepancies between inventory and revenue.

Responsibilities: Sales Mechanic

- Provide competitive information such as bid situations, pricing data, or bundling arrangements
- In order to establish negotiated pricing contracts for assigned products.
- Delivering product demonstrations, networking with clients, expanding sales territories, attending seminars and conducting research, increasing knowledge of technical products, and providing training to staff
Sales Mechanic.
- Updating orders and sales and negotiating the best contract terms

Tashgeel Trading Contracting & Services in Qatar-Storekeeper

Hamad Port, Messaied Doha, Qatar

October 2018 To October 2020

Responsibilities:

- Verifies items against purchase order or delivery notes by counting and inspecting materials for damage or defect. Then, make reports to be emailed to the suppliers.
 - Taking photos and proofs of all incoming and outgoing delivery supply vehicles in site to ensure that details and specifications are in accordance to the suppliers' information.
 - Selects proper storage areas and store articles in bins, racks, shelves, and floor or yard areas; as well as maintains the cleanliness of the storage areas and in accordance of the atmospheric condition.
 - Ensures equipment fuel tanks are full and do the inspection daily.
- Assists in reconciling work order quantities based on the inventory records.
- Performs weekly and monthly inventory in accordance to the duration of the project
 - Assigns part numbers to materials through computer system and performs clerical duties related to storekeeping and timekeeping functions by preparing daily reports and attendance sheets.
 - Performs inventories, organizing other site stores location such as: Shaniya, Doha College Project (Al Rayyan), MPP 38 (Hamad Port project)

SKILLS

- Competitive
- Self-motivated
- Healthy lifestyle role model
- Fast Learner
- Cycling training & coaching
- Friendly, courteous, & service oriented

PERSONAL DETAILS

- Civil Status: Single
- Nationality: Filipino
- Visa: Working Visa Transferable

Car max Auto Service - Receptionist/Storekeeper

Old Airport Doha, Qatar

April 2017- Mar. 2018

Responsibilities:

- Entertains Customers, assess the incoming car trouble
- Recording the visitor, car troubles, costing of car troubles and assigning to Mechanics on duty.
- Answering basic phone calls, Handle the Customers' complaints,
- Issuing access card, Key handling, Services of collection and deliveries.
- Plans and performs work that involves ordering, receiving, inspecting, returning cars , Unloading, shelving, packing, labeling, pricing, delivering, and maintaining a perpetual inventory of forms, office supplies, and various types of equipment
- Rotates stock and arranges for disposal of surpluses
- Keeps records to maintain inventory control, cost containment and to assure proper stock levels.

Hamad International Doha, Qatar -PE Teacher cum IT Support (Full Time)

Aug. 2013 To Feb. 2015

Responsibilities:

- Preparing of PE lesson plans and activities for grades 4 to 6.
- Classroom management, and ensuring orderliness during school hours.
- Implementation of PE lesson plans and activities, monitoring of students during PE session.
- Assisting Teachers and staff in need of IT support such as: trouble shooting defective laptops,
- Assisting Teachers, staffs in presentation, PowerPoint, excel, word problems.
- Installing/Assembling Desktops and monitors.

Marshall Promoted to Chief Marshall in QMMF Lusail Circuit

(On Call basis when in Doha)

May 2009- To 2010

Responsibilities:

- Briefing the marshals before the race starts.
- Checking the radio and equipment.
- Ensures awareness of Marshalls during the race for unexpected forthcoming incidents.
- Reporting the accidents to Race Control.
- Full assistance during incidents/accidents occurrence
- Performs other tasks as required accordingly.