



RAYMOND BULALA

Document Controller/Office Admin/Merchandiser

PROFILE

Seeking an opportunity to utilize my skills and qualification in a collaborate environment, Making a meaningful impact and advancing my professional journey.

MOBILE #
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ADDRESS:

Purok 4, Mahayag, San Miguel,
Bohol,Philippines,6323

HOBBIES

Playing Instrumesnts(Guitar,Piano .etc)
Watching Movies
Playing basketball

SKILLS

Knowledgeable Microsoft Office
(Ms Word,Ms Excel,Powerpoint)
Knowledgeable ERP SAP Data Entry
Knowledgeable Driving Forklift(basic)

EDUCATION

Bachelor of Science In Marine Transportation

2011 – 2012 – Philippine Maritime Institute

Microsoft Office Intermediate

Oct.2020- Computer Society of Filipinos Int'l Inc. -Alkhobar,Saudi Arabia

WORK EXPERIENCE

**SALES ASSOCIATE /Merchandiser– ROCKFORD MARKETING CO.
(PANASONIC) -WILCON DEPOT – 4B,BINGAG,DAUIS,BOHOL
JAN.06,2025 – UP to Present**

Duties / Responsibilities – Engaging with customers,Demonstrating product information, ultimately driving sales,maintaining product display,managing inventory and ensuring customer satisfaction

**Supervisor /Cashier – The Filifino Cuisine (La ne Resto)-
Carmen,Bohol,Philippines**

April 20, 2024 – Nov. 20,2024

Duties/Responsibilities- Manages day to day operations of restaurant,including staff,food and drinks. They also ensure that the restaurant meets quality and safety standard.

**Document Controller /Office Admin – Gecat Ltd. Company – Alkhobar,
Saudi Arabia,KSA**

Sept. 2023- Feb. 2024

Responsible for timely , timely and efficient preparation and management documents.

Controlling for number sorting and retrieval of both electronic and hard copy documents projects or department

**Secretary/Document Controller – Khudair Trading and Contracting
Company- Alkhobar,Saudi Arabia, KSA**

Sept.2021 – Sept. 2023

Maintaining diaries and arranging appointment. Greet to the clients and visitor with positive helpful attitude.organising and servicing meetings.answering calls,emails and taking a message and handling correspondences.

**Storekeeper – Modern Industry Company(P&G) – 2nd Industrial,
Dammam ,Saudi Arabia, KSA**

August 2016 – September 2021

Check the materials and supplies and report when the stocks is low and Received the materials and unpack and supplies ,makes always physical inventory and system inventory, encoding to the requisition form to the Sap System.

**Sales Representative -NKD International Company-(Handyman
Hardware)- Tagbilaran City, Philippines**

March 2014- July 2016

Perform multiple task such customer assistance, inventory, customer sales.