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OBJECTIVE

To be a part in a dynamic, pro-active, people-oriented organization, that will eventually provide an opportunity for career growth and over-all development, as a person. Further, to contribute in the realization of its mission by being a versatile team player, constantly striving towards excellence and aligning personal goals to that of the organization.

EXPERIENCES

August 2, 2022 up to Present

Al Baldi Holding Company

Head of Import & Clearance Department

- Sending and Replying to Daily Emails related to Import, Shipment issues, Clearance Fund issue and inquiring for any incoming shipments related to shipping documents, bill of lading and funds availability, LC terms and conditions related to LC payment for all orders overseas.
- Giving instructions to my assistant for shipping documentations, follow on emails related to suppliers, forwarding companies, clearance funds, shipping documentations.
- Visiting Baladi Hypermarkets and its competitors for product comparison and development.
- Arranging Team for any shipment/s to clear from airport/seaport.
- Advising clearance team in advance for Draft Custom duty manifestation.
- Advising my assistant in creating QFR Code for any incoming shipment.
- Contacting 3rd Party company and advising clearance team to coordinate with 3rd party company in relations to QFR Certificate and COC.
- Preparing approval letter to signed by GCEO for any related issues needed from MOPH, Chamber of Commerce, Tax Department (if any).
- Creating a Master plan in releasing containers in the port at earliest time possible.
- Solving possible solution (if there is an issue) to get final release for all Baladi shipment.
- Checking clearance team for earliest available slots in Mwani for booking inspection.
- Approving clearance related to Abu Samra border shipment.
- Following up with clearance team for shipment transportation.
- Handling OTP for any payables related to shipment.
- Monitoring all incoming shipments for the whole Baladi Holding.
- Following up funds for clearance to related company of Baladi Holding.

- Following up payments to supplier from finance department related to Anaaqah shipment.
- Following up payment to forwarding companies from finance department related to Anaaqah shipment
- Following up payment to forwarding companies from finance related to Sheba shipment.
- Following up payment to forwarding company from finance related to Baladi shipments.
- Following up payments to forwarding company from finance related to Anaaqah shipments.
- Following up payments to forwarding company from finance related to Sheba shipments.
- Following up payments to forwarding company from finance related to Velero shipments.
- Daily email follow ups to all supplier to ensure proper documentations as required by Qatar Port and as required by Bank (if payment is related to LC terms)
- Communicating to Logistic team for arriving containers in their warehouse.
- Sourcing of any potential items for Qatar market and offering to Baladi hypermarkets and Distributions and paper product materials for Chamsine Bakery packaging requirements.
- Arranged, follow up for installations, finalization in relation to biscuit machine whole production line.
- Follow up emails to Finance in relation to overseas suppliers payables.
- Follow up emails to Finance in relation to local and overseas forwarding companies payables.
- Sourcing of items in relation to Velero Hotel requirements.
- Arranging shipment for Teatime for their orders.
- Signing proforma invoice for all funds requirements for Baladi Holding shipments.
- Signing Landed cost sheet for Baladi shipments, QChoice shipments.
- Signing Cost sheet for shipments Baladi Hypermarkets.
- Signing offloading charges made from Logistics for all related offloading shipments.
- Arranging private label items for Baladi Hypermarkets.
- Arranging, coordinating to Austria, Brazil, Hamburg, Switzerland correspondents in relation to Vrauu shipments with a quarterly quantity of 50 to 100 containers to ship.

April 2022 up to July 2022

Spar Retail Qatar W.L.L.

Import and Sourcing Specialist

- Communicating, ordering and arranging payment terms to all suppliers from UK,US,UAE,Australia,Spain,Philippines,Amsterdam,Italy, Bulgaria, Belarus.
- Coordinating all related shipments to clearing agent.
- Coordinating all related shipments to logistic partner.
- Doing cost analysis for all import items.
- Registering food import items to MOPH.
- Coordinating quantity distribution to all Spar branches.
- Monitoring all import stocks on the system.
- Re-ordering to all suppliers.
- Sourcing new range of products.
- Doing weekly promotion offer for Import Items.

March 2021 up to April 2022

Horizon Food Trading

Sales Manager

- Key Account to Carrefour, Al Meera, Lulu, Monoprix
- Listing new items and promotion items to Qatar Major Retailers.
- Selecting and Importing US Item. Importing Italian Organic Range.

December 2019 up to March 2021

Organic Land Trading

Senior Sales Executive

- Key Account to Carrefour.
- Listing new items and promotion items to Carrefour Head Office, handling 10 branches of Carrefour in all FMCG Section along with Butchery Section.
- Doing the forecast for Organic Land Trading in sense of Order requirements for all retail clients of the company.

Pick n Save Supermarket

Retail Operation Manager

- Managing 5 Branches of Pick n Save Supermarket
- Female Food Court and Female Science College Branches, AL Bidda Park, Qatar Foundation, and Musheirib Branch
- Decision Maker when it comes to local supplier payables, listing new items to be available on Pick n Save branches, Managing staff schedule.
- Listing Pick n Save to Talabat Delivery Platform, GoRafeeq Delivery Platform.

December 2016 till November 2018

Operation Manager (Organic Land Trading / Pick n Save Supermarket / Royce Chocolate)

Organic Land Trading

- Reporting to the Owner of the company in terms of P & L statement, operations, monthly sales forecast, product movement analysis and monthly staff salaries.
- Email communication to suppliers internationally including selection of products, marketing support, payment terms, calculating product cost analysis, initial quantity order and monthly ordering, legal shipping documentations, clearing agent, doctors approval from MOPH, doctors approval from seaport health inspector, releasing shipment from stores till the products reaches the shelves of all customers.
- Handling key account people dealing with Carrefours, Al Meera, Spar, Monoprix, Masskar and class B retailers.
- Key account in Carrefour by means of listing the products, making product promotions, ensuring items properly on the shelves in eye level, ensuring wider space of the products in all Carrefour branches. Dealing with Head Office people for their weekly promotions and other related promotions. Reviewing Carrefour agreement before handing over the owner of the company
- Following up with Al Meera, Spar, Monoprix and Masskar in terms of product listing, ensuring bigger orders with wider visibility of the product in all stores. Listing products on the system, motivating team for better results in day to day operation. Dealing with Al Meera head office for their other requirements such as product deals as private label. Following up in all stores with the help of store managers and Area Managers for better visibility of the products. Reviewing Al Meera agreement before handing it over the owner of the company.

Pick N' Save Supermarket

- Reporting to the owner of the company in terms of P&L, monthly payables, supplier's agreements and monthly staff salaries.

- Handling stores and serve as a store manager. Selecting products sellable to the students, such as confectionaries, chilled items, fresh bakery items, mobile accessories, cosmetic items and beverages. Dealing with more than 40 suppliers locally in terms of product selection.
- Reviewing monthly sales and forecast.

Royce Chocolate

- Reporting to the owner of the company in terms of P&L, quarterly ordering, monthly sales forecast, rental agreement and staffs salary.

January 2015 to December 2016 Gulf Commercial Integration

Operation Manager

- Handling clients for fruits distributors.
- Placing weekly orders to the exporters.
- Coordinating with port clearing agent for any shipment and ensuring deliveries directly to client's warehouse.

Feb-2010 to September 2014 Supreme International / Int'l Foodstuff Group

Retail Sales Supervisor / Food Service Division Coordinator

- Reporting to Operation Manager.
- Key account for Carrefour branches.
- Ensuring all deliveries.
- Dealing with exporters directly. Preparing cost analysis. Monitoring shipments via air and sea.
- Key account for hotels, Restaurants, catering companies and Qatar airways.
- Preparing annual division sales. Placing quarterly orders for food division items.
- Training Sales Staffs for proper sales techniques and how to make sales.

July 2008 up to February 2010 Al Haider Foods Co.W.L.L. Doha, Qatar

Area Supervisor

- Reporting to a Country Manager.
- Managing almost 100 employees such as, staffs, restaurant managers, call center agent for home delivery and drivers while embracing diversity as an essential components in the business.
- Ensure that all reporting & control procedures in the operations, customer service, quality of production, Hygiene & Cleanliness standards, Maintenance & general administration are completed & in place according to company's policy and chain operation manual.
- Maintain high quality products by ensuring compliance with all operations procedures.
- Ensure that all branches under my supervision are able to achieve QSC objectives as per planned by reviewing & Monitoring Labor planning, scheduling and utilization.
- Enforce & support all training & development plans for all staff under my supervision as per company's policy.
- Monitor Labor by analyzing store reports, labor scheduling and Labor productivity.
- Ensure understanding of security procedures in all stores under my supervision.
- Executing orders given by the country manager as per the goal is concern.

January 2007 up to June 2008 Al Mana Ventures Doha, Qatar

System Administrator

- Creating database for The Coffee Bean & Tea Leaf on their Point of Sale, Back Office, & Inventory Management and troubleshooting.
- Dealing with Suppliers for supplying new products needed for the mentioned coffee shop.
- Maintaining master files for all the suppliers invoice of 3 restaurants such as IL Foro Romano, Sabah W Masah, & The Coffee Bean & Tea Leaf.

January 2006 up December 2006 Crepaway Restaurant Doha, Qatar

System Administrator

- Taking daily back-up of the system.
- Using the CHECK System Enterprise Acquisition Management.
- Entering all transfers from different cost centers such as Store, Central Kitchen, Service Kitchen, Dining & Bar, Consumables, and Cleaning.
- Preparing forms for inventory purposes.
- In charge for entering data of month end inventory, closing month-end reports such as issues & transfers, Account Payable interface, stock take before & after apply count, store stock movement, cost center summary general ledger interface, sales, sales summary revenue, and promo reports.
- Discussing end of the month variances to the Operation Manager & Finance Manager
- Helping in monitoring expiry items.
- Creating new recipes, new items, and new suppliers in the system.
- Partly helping the account people in Account Payable/Receivable Matching through Oracle HRMS system & filing documents.

Feb 2004– Dec - 2005 US Army Base (ISG) Camp Al-Saaliyah, Doha, Qatar

Scanning On Site Manager

- Scanning documents taken by the US Army from Iraq and send it to Translators for them to translate Arabic documents to English.
- This project is for documentary purposes only.

June 2000 – March 2004 Starbucks Coffee Doha, Qatar

Learning & Development Manager (Training Manager)

- Conducting all the Training Courses such as Barista Training Program, Shift Supervisor Training Program, Retail Management Training Program, and Fidelio Materials Control.
- Barista Training Program – Welcoming all the newly hired employees by orienting them all about the structures of the company, expectations for them, their expectations, how to provide a great work environment, embracing diversity to the way they do business, all about the origin of coffees, their different profiles or surroundings, basic steps in tasting coffee, basic terms in tasting coffee, ingredients and standard preparation of making drinks, proper way of welcoming, connecting and discovering the needs of each and every customers, how to enthusiastically satisfied each and every customers all of the time.
- Shift Supervisor Training Program – Training supervisory level in welcoming to delegating tasks to their subordinates, how to apply “Aces on Places” a way of placing right people at the right time in the right place, how to prepare schedules, how to reduce wastages, how to encourage people in up-selling and up-sizing items.
- Retail Management Training Program – Training Store Managers in welcoming to the store budget vs. store sales, store manpower level, ways of how to achieve the budget, and Profit and Loss Statement.

March 1998 – May 2000 A&W Restaurant Dubai, United Arab Emirates

Training Manager

- Applying the highest standards of excellence through the preparation of every product.
- Delegating to all Store Managers in reducing mark-outs.
- Proper way of handling stock count every month.

July 1994–Sep 1998 Mc Donalds Philippines Greenbelt Branch, Makati City, Manila, Philippines

Swing Manager

- Keeping all counter staffs and kitchen staffs very well communicated in producing products demanded by the customer at any given period of time.
- Motivating staffs to work in an enjoyable environment.
- Monitoring stock level for inventory purposes.

- EDUCATION
- 1993–1996 Philippine Maritime Institute Manila, Philippines
 - Associate in Marine Transportation.
 - Graduated.
- Seminars Attended
- Omega Software, Doha Qatar
 - Fidelio Materials Control Training (FMC Training) – Computerized Inventory, Placing Orders, Transfers, and Food Cost. September 2003 Dubai, U.A.E.
 - Retail Management Training (RMT) – Doha, Qatar
- Computer Skills
- MS Office, Adobe Acrobat, part of Accounting Oracle HRMS, Fidelio Materials Control, Check System (Enterprise Acquisition Management), Network Mapping, Computer Troubleshooting, SAP application.
- Personal Data
- Birthdate : September 7, 1976
 - Birthplace : Manila, Philippines
 - Age : 45
 - Marital Status : Married
 - Visa Status : Residence Visa (Transferrable)

I hereby certify that above information are true and correct to the best of my knowledge.

Erwin Latoreno