

ARCHIE BENITEZ

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SKILLS

- **Data Entry**
- **Time Management**
- **Computer Literacy**
- **Teamwork**
- **Problem-solver, Reliable**
- **Fast Learner & Attention to detail**
- **Sales Coordination & Reporting**
- **Marketing: Social media posting, Video Editing, Scripting, Graphic design & flyer creation (Canva)**
- **Programming: Python(Basic), HTML/CSS, Javascript**
- **Networking: Understanding of OSI Model, Basic Routing Concepts, Ethernet Cable Assembly & Testing, Basic router/switch setup**

CERTIFICATES

- **Computer Hardware Servicing Training**

REFERENCES

- References available upon request

Sales Coordinator with hands-on experience in logistics management, report preparation, data entry, client support, and marketing tasks like flyer creation. Skilled in troubleshooting, networking, and basic IT tasks, including router setup, operating systems, and programming fundamentals. Combines strong organizational abilities with practical technical skills to ensure smooth operations and effective support across teams.

EXPERIENCE

PREMIER EXPRESS CARGO QATAR SALES COORDINATOR

OCT 2023 - CURRENT

- Prepared and organized daily sales reports and shipment records, and scheduled pickups to make sure deliveries were on time and properly documented.
- Answered customer inquiries through phone, email and whatsapp. handled credit follow-ups and arranged deliveries for boxes.
- Tracked shipments and updated delivery status using our company's website
- Assisted with marketing activities and system data updates
- Trained sales team members on company procedures and standards.

7 ELEVEN FRANCHISE PHILIPPINES CONVENIENCE STORE CLERK

FEB 2022 - FEB 2023

- Used the POS System daily to handle customer purchases and make sure transactions were correct.
- Checked stock levels regularly and helped with ordering and receiving new items through our system.
- Performed customer service duties, including greeting customers and responding to inquiries.
- Maintained product knowledge by familiarizing oneself with current promotions and upcoming events.
- Organized back room storage area for efficient product retrieval during busy periods.
- Identified and reported discrepancies in inventory and sales to store manager.

EDUCATION

Senior Highschool (Graduated)	<i>Accounting Business and Management.</i>
Palo Alto Integrated School	<i>S.Y 2020 - 2022</i>
Junior Highschool (Graduated)	
Palo Alto Integrated School	<i>S.Y 2016 - 2020</i>
Elementary (Graduated)	
Palo Alto Elementary School	<i>S.Y 2010 - 2016</i>

I hereby declare that all the above information is correct and accurate.