



ROLLY BADAR



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Satwa, Dubai United Arab Emirates

EDUCATION

Ramon Magsaysay Technological University

Bachelor of Science in Business Administration
major in Management
2010-2016

KEY STRENGTH

1. Managerial position experience for 6 years handling different systems.
 - **People System**
 - **Scheduling Manager**
 - **Payroll Manager**
 - **Ordering/Inventory System**
2. Fluency in English and Filipino Language
3. Work experiences enable applicant to work with multicultural clients.
4. Adequate knowledge with Microsoft and Excel.
5. Can work in shifting work schedule.
6. Cashiering/Cash Handling
7. Food Safety
8. Customer Service

LANGUAGE

- English
- Tagalog

EXPERIENCE

April 24, 2017 – July 15, 2023

Department Manager

Golden Arches Development Corporation
McDonald's Philippines (Greenbelt Branch)

Duties and Responsibilities

- **Cashiering - 2 Years**
 - receiving payments, issuing receipts and keeping track of all cash and credit transactions.
- **Customer Service – 6 Years**
 - delivering proactive and immediate support to customers anytime on the channel of their choice.
- **People Manager - 2 Years**
 - responsible for assessing, training and motivating people both internally and externally and optimize productivity within the workplace promoting professional growth. Includes hiring, organizing 201 files, recognizing and proper giving of DA base on Company rules and regulations.
- **Scheduling Manager - 6 Months**
 - responsible for the management of scheduled business operations and staff strength and expertise.
- **Payroll Manager - 1 Year**
 - overseeing and directing payroll procedures, ensuring compliance with laws and tax obligations, supervising and maintaining accurate payroll records.
- **Ordering/Inventory Manager**
 - manages inventory tracking system to record deliveries and stock levels. Analyzes daily product and supply levels to anticipate inventory problems and shortages.

April 19, 2016 – June 17, 2016

On the Job Training

Land Bank of the Philippines (Iba Branch)

Duties and Responsibilities

- **File sorting**
 - organizing files or data to make one task easier and be more productive.
- **Help-Desk**
 - provides first level contact and convey resolutions to client issue.