

## CONTACT

### Carlito Paradillo Jr.

📍 Midsayap, Cotabato

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## PROFESSIONAL SUMMARY

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- Customer-focused sales and hospitality professional with 8+ years of experience in retail, food service, and coffee shop operations in the Philippines and Saudi Arabia. Skilled in customer service, specialty coffee preparation, inventory management, POS systems, and team supervision. Proven ability to work in fast-paced environments while maintaining high service standards and building strong customer relationship.

## PERSONAL INFORMATION

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- Place of Birth: Arizona, Midsayap, Cotabato
- Age: 35
- Citizenship: Filipino
- Sex: Male
- Marital Status: Married
- Religion: Roman Catholic
- Complexion: Brown
- Height: 5'7"
- Weight: 69kg

## EXPERIENCE

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October 2025 - Present

- **Distribution Sales Personnel**  
Beblissfull Marketing Corporation
  - Promote and distribute company products to retail outlets and clients.
  - Maintain strong relationship with store owners and customers to increase product sales.
  - Monitor product availability and ensure proper stock levels in assigned location.
  - Achieved daily and monthly sales targets through effective customer engagement.

February 2025 - October 2025

- **Stock Head**  
Citistores Incorporated
  - Supervised stockroom operations including receiving, organizing, and inventory monitoring.
  - Maintained accurate inventory records and ensured proper stock replenishment.
  - Coordinated with sales staff to ensure product availability on the sales floor.
  - Assisted in improving store efficiency through effective stock control.

September 2022 - January 2025

- **Barista**  
Half Balance Specialty Coffee
  - Prepared high-quality coffee beverages including espresso, latte, cappuccino, and specialty drinks.
  - Delivered excellent customer service in a fast-paced café environment.
  - Operated POS systems and handled daily cash transactions accurately.
  - Maintained cleanliness and food safety standards in the coffee preparation area.

January 2019 - March 2022

- **Head Barista**  
GOs Lounge and Restaurant
  - Supervised and trained barista staff to maintain beverage quality and service standards.
  - Managed daily coffee bar operations including inventory and supply management.
  - Ensured excellent customer service and resolved customer concerns

professionally.

- Maintained consistent product quality and efficient workflow during peak hours.

April 2016 - May  
2018

- **Barista**  
Dunkin Donuts
  - Prepared coffee beverages and served food items while maintaining company standards.
  - Managed POS transactions, order processing, and cash handling.
  - Maintained a clean and organized workstation in compliance with food safety guidelines.

## EDUCATION

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- **University of Southern Mindanao**  
Bachelor of Science in Tourism Management

## SKILLS

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- Customer Service Excellence
- Retail Sales & Product Promotion
- Specialty Coffee & Beverage Preparation
- Point-of-Sale (POS) Systems
- Cash Handling and Transactions
- Inventory and Stock Management
- Team Leadership and Staff training
- Customer Relationship Building
- Time Management and Multitasking
- Sales Target Achievement