

# ROLLY BADAR

*Bachelor of Science in Business Administration*

*Major in Management*

*Address: Satwa Dubai, United Arab Emirates*

*Mobile number: +97154-383-8940*

*Email: [keenobadar@gmail.com](mailto:keenobadar@gmail.com)*

*Citizenship: Filipino*



---

## Key Strengths

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.

---

## Career Summary

1. April 24, 2017 – July 15, 2023  
Department Manager  
Golden Arches Development Corporation  
McDonald's Philippines (Greenbelt Branch)

### Duties and Responsibilities

- 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.

2. 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.
- 

#### **Education**

- Bachelor of Science in Business Administration Major in Management  
-Ramon Magsaysay Technological University - Iba Campus 2010-2016

#### **References**

Joseph Santiago  
Restaurant General Manager  
McDonald's Philippines ( Greenbelt Branch )  
[Joseph.santiago@mcd.com.ph](mailto:Joseph.santiago@mcd.com.ph)

Joseph Raymond V. Marquez  
Branch Head  
Iba, Zambales Philippines  
[www.landbank.com](http://www.landbank.com)  
522-0000