|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Email: [Reynaldo.184125@2freemail.com](mailto:Reynaldo.184125@2freemail.com)  Reynaldo  **Current Location:** Dubai **Availability:** I can start for work as soon as possible.  **Position Applied for:** Managerial / Supervisory Level |  |  |  |  |  | | --- | --- | --- | | **WORK EXPERIENCE** | | | |  | | | | 1. | Position: | **Restaurant Supervisor** | | Duration: | May 19, 2011 - Aug 17, 2013 (2 years and 3 months) | | Company: | Confidential | | Company Industry: | Food & Beverage / Catering / Restaurant | | Location: | Dubai , United Arab Emirates | | Department: | Operations | |  |  | | Job Description: | * Inventory Taking and checks of the various stocks food and non food items * Ordering and purchase of local items not available in warehouse or out of stock * Arrange and schedule maintenance on equipments and other related services * Staff training and evaluation * Resolving customer complaints in food quality and service * Ensure sanitation standards in keeping with Dubai City regulations ( PIC Program ) * Monitoring food preparations and standards * Day to day management of store operations * Staff scheduling | | 2. | Position: | **Proprietor** | | Duration: | Jan 10, 2010 - March 25, 2011 (1 year 3 months) | | Company: | Sweets Arts Galore | | Company Industry: | Food & Beverage / Catering / Restaurant | | Location: | Imus, Cavite, Philippines | | Job Description: | * Inventory management of store * Sourcing and purchase of raw materials for the bakery * Documentation and registering of the business and related permits * Ensure that products does not run out and quality issues are dealt with. * Day to day running of the store. | | 3. | Position: | **Restaurant Manager in Charge** | | Duration: | Nov 23, 1997 - Nov 25, 2009 (12 years) | | Company: | Al Majid Jawad Co. WLL / Dairy Queen Grill & Chill | | Company Industry: | Food & Beverage / Catering / Restaurant | | Location: | Doha , Qatar | | Department: | Operations | | Job Description: | * Inventory management of store outlets thru planned sales using stock inventory ratios * Coordinating purchases with procurement manager as to quality & availability in area * Scheduling of Maintenance for equipment and liaising with contractors for other maintenance related systems like fire, LPG systems etc. * Ensures that Marketing Plan Schedules are implemented accurately and on time * Conducting spot checks on outlets to ensure adherence to operational control procedures * Monitor store activities, providing guidance in maintaining standards and customer service. * Motivation of the team to meet sales targets while keeping standards and waste under control * Staff Scheduling to maximize productivity while keeping labor costs manageable * Subjecting Menu / Recipes to HACCP to ensure food safety standards are met from receiving supplies to customer consumption Focused on customer service, training staff and managing operations * Day to day running of the store. | | 4. | Position: | **Store Checker** | | Duration: | December 1, 1995 - March 1, 1997 (1year and 3 months) | | Company: | The Landmark | | Company Industry: | Department Store | | Location: | Ayala Center, Makati City | | Department: | Operations / Logistics | | Job Description: | * Checking stocks and inventories of stores, inspecting for defects and damages * Reviews / checks returned Items from floor * Maximize and organize work spaces * Ensures adequate stock levels as per memos issued | | 5. | Position: | **Shift Supervisor** | | Duration: | June 1, 1993 - June 13, 1995 (2 years) | | Company: | Al Mojel Projects Co. Ltd | | Company Industry: | Food & Beverage / Catering / Restaurant | | Location: | Kingdom of Saudi Arabia | | Department: | Operations / Logistics | | Job Description: | * Checking stocks and inventories of stores, inspecting for defects and damages * Assigns staff for shift work places * Maximize and organize work spaces * Refers customer related problems to Restaurant Manager | | 6. | Position: | **Supervisor** | |  | Duration: | Dec 1, 1990 - Feb 13, 1993 (2 years and 2.5 months) | |  | Company: | Mawarid Food Company | |  | Company Industry: | Food & Beverage / Catering / Restaurant | |  | Location: | Kingdom of Saudi Arabia | |  | Department: | Operations / Logistics | |  | Job Description: | * Checking stocks and inventories of stores, inspecting for defects and damages * Track inventory in appropriate system * Maximize and organize work spaces * Resolve all other issues at supervisory level | | 7. | Position: | **Staff** | |  | Duration: | Jun 18, 1987 - Jun 18, 1989 (2 years) | |  | Company: | Saudi Amusement Centers Co. Ltd. | |  | Company Industry: | Food & Beverage / Catering / Restaurant | |  | Location: | Dammam, KSA | |  | Department: | Logistics | |  | Job Description: | * Organize stocks and maintain inventories * Inspect goods for defects and damages * Organize space in the warehouse and perform cleaning duties * Notify supervisors of problems that are not resolvable * Restock materials as and when required * Process and package goods in a time efficient manner | | 8. | Position: | **Crew** | |  | Duration: | May 10, 1984 – April 15, 1987 (3 years) | |  | Company: | Smokeys Sausage World | |  | Company Industry: | Food & Beverage / Catering / Restaurant | |  | Location: | Dammam, KSA | |  | Department: | Operations | |  | Job Description: | * Organize stocks and maintain inventories * Maintains cleanliness of the store * Serves guest orders |  |  |  |  | | --- | --- | --- | | **EDUCATION** | | | |  | **Highest Education** |  | | Education Level: | College Level (Undergraduate) |  | | Education Field: | Engineering(Aviation/Aeronautics/Astronautics) |  | | Course: | BS Aeronautical Engineering |  | | School/University: | Patts College Of Aeronautics |  | | Location: | Lombos Ave. Paranaque |  | | Date: | Jun 1981 - Apr 1983 |  | |  | **Second Highest Education** |  | | Education Level: | High School Diploma |  | | Education Field: | Others |  | | Course: | High School Grad |  | | School/University: | Pio Del Pilar Educational Institution |  | | Location: | Makati City |  | | Date: | Jun 1977 - Apr 1981 |  |  |  |  |  |  | | --- | --- | --- | --- | | **LICENSES/CERTIFICATIONS** | | | | |  | **License/ Certification** |  | **Date** | | 1. | Person in Charge Certificate |  | Mar 24, 2012 | | 2. | Drivers License |  | Jan 14, 2010 |  |  |  | | --- | --- | | **TRAININGS/SEMINARS** | | |  | **Topic/Course Title** | | Jan 3, 2012 - Jan 3, 2012 | Basic Food Hygiene COURSE Vipin Kumar Hygeia Quality Consultants Training Site | | Jun 14, 2010 - Jun 18, 2010 | International Oil & Gas HSE Certificate Roderico M. Dagal East Ortigas Mansions, Pasig City | | Jun 10, 2010 - Jun 11, 2010 | HACCP Nestor P. Palabyab Philippine Trade Training Center | | Nov 20, 2008 - Nov 21, 2008 | Basic Food Hygiene & Safety Training Program Food Hygiene & Safety Department Jawad Business Group | | Jan 1, 2008 - Jan 25, 2008 | Leadership Training Program IDQ trainor JBG Bahrain IDQ certified Training Center | | Jan 1, 2008 - Jan 25, 2008 | Customer Service Training Shelda Lucinada JBG Bahrain IDQ certified Training Center | | Oct 4, 2006- Oct 4, 2006 | System and Management Phase Shelda Lucinada Jawad Business Group / DQ Grill& Chill |  |  |  |  |  | | --- | --- | --- | --- | | **LANGUAGES SPOKEN** | | | | |  | **Language** | **Proficiency Level** (5=Excellent;1=Poor) |  | | 1. | English | 5 |  | | 2. | Tagalog | 5 |  | | 3. | Arabic | 1 |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **AVAILABLE DOCUMENTS** | | | | | | **Passport** | | | | | |  |  |  | Expiry Date: | Feb 12, 2017 | | Place of Issue: | PCG Dubai UAE |  | Date of Issue: | Feb 13, 2012 | |  | | | | |  |  |  | | --- | --- | | **PERSONAL DATA** | | | Date of Birth: | Jan 12, 1965 | | Gender: | Male | | Civil Status: | Married | | Height: | 168 cm | | Weight: | 75 kg | | Nationality: | Filipino | | Religion: | Christianity – Catholic | |  |  |  |  |  | | --- | --- | | **REFERENCES** | | | Wil be provided upon request |  | |  |  |  |  | | --- | |  | |  | |