**SHEENA**

***E-mail Address:*** [***246437@gulfjobseekers.com***](mailto:246437@gulfjobseekers.com)

**WORK EXPERIENCES:**

**September 23, 2013 to March 27, 2015 *Assistant Restaurant Manager- (Officer in Charge)***

Cainta Connection Food Exchange Inc.

Red Ribbon Bakeshop

***Duties and responsibilities:***

* Over-all in charge of the store operations appointed by the group manager of the company. Responsible in managing the store to operate in all factors such a product forecasting in a daily basis, planning for the yearly store targets on sales and profit, FSC (Food, Service, Cleanliness and Condition) target, QSR (Quality Service Review) target and the food cost-paper cost targets, utilities, and dailies.
* Responsible in the hiring and interviewing procedure to the applicants as well as in the selecting of proper person on the specific job position needed, hands-on to the training, and evaluating them after the whole training process, and operating the store manpower.
* Also, it is duty to do the scheduling of the crew/staff for the entire week, teaching them the house rules, and other important standard store operating procedure.
* Leading the store personnel of implementing the standards in giving good quality service and product to the customer, achieving daily and monthly store targets.
* Responsible in receiving and proper handling of the store deliveries, proper handling and segregation of expired products, conducting closing and monthly inventory count and monitoring of stocks, daily checking the standard displaying and holding time of the products before the store operates.
* A manager requires being a certified cake letterer for us to train well our crew/staff on how to properly prepare and clean the materials, following the standard font and stroke for writing dedication on cakes, ensuring proper lay-out by balance & proportion, phrasing and readability, most importantly the neatness and appearance of dedication on cakes.
* Manager oversees the transactions in decoration cakes, handles and take orders, ensures transmittal of orders to SPG (Supply Planning Group) through email, checks and monitors reports and forms, checks Cake by design delivery summary order from CSOM-CBD daily, acquires new accounts, monitor in-stores CBD cake marketing programs and having awareness in decorative cake ordering policies, guidelines and procedures.
* A manager is very much responsible in cash handling & control, it ensures that all sales transactions and disbursement of funds are properly accounted for and documented. Identify and establish the responsibilities of the Management Team as well as crew members involved in safeguarding cash sales and funds. Ensures efficient and effective store operations through proper handling of cash sales and funds.
* Ensures implementation of company policies, control standards & procedures, ensures the vault safety and control is implemented, plans and prepares the work schedule of the cashier, POS operators and other personnel involved in cash handling.
* Conducts cash pull-out, depositing of sales and endorsements of funds, perform the activities in the absence of the cashier such as safe keep all cash proceeds, deposit all sales proceeds through pick-up tellers and packs and drops the cash pull-out in the drop slot vault.
* Approves discounts charges, refunds, void transactions, petty cash vouchers (PCV), sale and redemption of gift certificates and other promotional items. Regularly checks and countersigns all the reports and records that are prepared and maintained by the cashier to ensure promptness and accuracy of entries. Reviews the file of machine-validated deposit slips to determine all deposits to the bank are with validations.
* Making reports for the monthly business review and store performance, quarterly store attainment presentation, annual store business plan. Responsible to attend area meetings, seminars and leadership summits and other trainings and seminars that the company requires the managers to attend to.

**PART TIME JOB ATTENDED:**

**January 27, 2013 to June 27, 2013**              ***Service Crew***

Eduardo Elonzo “G” foods Corporation

Greenwich Restaurant

***Duties and responsibilities:***

* Point of Sales operator, executing the standard operating procedure in cashiering and taking customer order.
* Responsible on giving the first impression to the customer by doing smile and greet before taking the order and sincerely thanking them after the transaction.
* Ensures that the order was taken accurately and serves it to the customer by following the standard serving time.
* Responsible to follow-up the customer order and assist them immediately.

**INTERNSHIP:**

June 25, 2012 toOctober 06, 2012 **Best Western Premier F1 Hotel**

Bonifacio Global City

Taguig City, Philippines

March 20, 2011 to May 27, 2011 **Watering Hole Restobar**

Shangri-la Plaza Mall

Mandaluyong City, Philippines

**EDUCATION:**

**TERTIARY**

June 2009 toApril 2013 **UNIVERSITY OF PASIG CITY**

***Bachelor of Science in Hospitality Management***

Pasig City, Philippines

**PERSONAL DATA:**

**Notice Period : As Soon As Possible**

**Visa Status : Visit Visa**

**Civil Status : Single**

**Date of Birth : April 01, 1993**

**Nationality : Filipino**

**Religion : Roman Catholic**

**Languages Spoken : English and Tagalog**