RODERICK NACPIL

Najda Street Al Markaziyah Abu Dhabi UAE

+971567749928

[rodericknacpil@yahoo.com](mailto:rodericknacpil@yahoo.com)

Seeking for a challenging position that would enhance my knowledge and skills and vice versa to share my credentials, experiences and abilities and become an asset to the company.

Education

* March 1996 to March 1999 Third Year Level at Lyceum Northwestern University (Bachelor of Science in Electronics and Communications Engineering ) Dagupan City Philippines

Experience

* December 01, 2014 to Current

Messenger (IT Department) ADMA (OPCO) Abu Dhabi Marine Operating Company

Responsible in the installation of new pc's, printers and scanners according to the exact work station of the user information. Basic troubleshooting and clerical duties.

* August 01, 2013 to December 01, 2014

Office Boy at TAKREER (Abu Dhabi Oil Refining Company ) Headquarters

Prepares and serves tea coffee and other beverages for the office staffs and other guest. Responsible in attending the meeting room. Disseminating details through phone fax and email. Organizing and keeping files and handling projects. Answering and forwarding phone calls, and taking messages. Providing details to phone callers, and office visitors. Monitoring the use of devices and supplies within the workplace. Dealing with the inquiries or needs from the visitors and office staffs. Maintaining the cleanliness of the kitchen.

* December 25, 2012 to July 30, 2013

Office Boy at NCTH (National Corporation for Tourism and Hotels) Head Office

Abu Dhabi United Arab Emirates

* May 15, 2004 to February 25, 2009

Officer in Charge / Barista ( Figaro Coffee Company )

Manila Pavilion Hotel and Casino ( Ermita , Manila Philippines )

Consistent kept bar and work areas clean and sanitary in compliance with bar standards and local state and federal laws. Accurately and quickly calculated checks and changes made. Greeted newly seated guest in a friendly and timely manner. Maintained a positive working relationship with fellow staff and management. Confirmed accuracy of order against requisitions. Provide fast, friendly and professional service to all casino guest and beverage servers. Quickly remove debris accumulated at the bar to consistently maintain a clean service area. Prepared and serve delicious espresso and coffee drinks according to memorized standard recipes. Routinely thoroughly cleaned the coffee and espresso machines and other bar tools and machines . Accurately filled costumer orders. Promote positive costumer and associate relation through courtesy and professional service appearance. Maintain stock levels to prevent shortages of critical items. Suggestive upselling. Effectively handled costumer complains and special request.

* October 25. 2003 to March 25, 2004

Sales Assistant at Magic Mall ( School and Office supplies )

Urdaneta City, Philippines

Greeting costumers who enters the shop. Involve in stock control and management. Assisting shoppers to find the goods and products they are looking for. Stocking shelves with merchandise. Answering queries from the costumers. Reporting discrepancies and problems to the supervisor. Giving guidance and advice on product selection to costumers. Receiving and storing the delivery of large amount of stocks. Responsible dealing with costumer complains. Working within stablished guidelines particularly with brands. Keeping up to date with special promotions and putting up displays.

* July 1999 to March 2000

Kitchen and Service Crew at Mc Donalds ( CSI Mall Urdaneta City Philippines )

Greeting and welcoming of costumer as they enter the store premises. Took necessary steps to meet costumer needs and effectively resolve food or service issues. Record costumer orders and repeated them back in a clear and understandable manner. Communicate clearly and positively with co- workers and management. Opening the doors and saying thank you to the costumers after eating. Maintaining the high standard of food handling and safety to avoid contamination of the products. Always wears proper hygiene.

Personal details

Name : RODERICK NACPIL

Age : 37 Years old

Birthdate : 20 September 1979

Marital Status : Married

Nationality : Filipino

Religion : Christian

Languages : English , Filipino

Passport : EC3617140

Date of Issue : 09 March 2015

Date of Expiry : 08 March 2020

Place of Issue : Philippine Embassy Abu Dhabi UAE

Visa status : Employment Visa Company Sponsorship