Gallardo

**Professional Profile**

Committed to professionalism, consistently reliable and dependable, highly organized, strive towards challenging goals. Have excellent English communication skills.

**Educational Background**

Bachelor of Technology in Hotel and Restaurant Management – University of Rizal System

June 2006 – April 2009

Bachelor of Science in Civil Engineering (undergraduate, 3rd year) – University of Rizal System

June 2003 – November 2005

**Work Experience**

**JOLLIBEE FOODS CORPORATION TANAY,** Tanay Rizal, Philippines.

***Jollibee*** *is the largest fast food chain in the Philippines, operating a nationwide network of over 750 stores. A dominant market leader in the Philippines, Jollibee enjoys the lion’s share of the local market that is more than all the other multinational brands combined. The company has also embarked on an aggressive international expansion plan in the USA, Vietnam, Hong Kong, Saudi Arabia, Qatar and Brunei, firmly establishing itself as a growing international QSR player.*

**Position: Assistant Restaurant Manager 2**

**Company: Jollibee Foods Corporation**

**Address: Tanay, Rizal Philippines**

**Date: January 2010 – February 27, 2016**

Job Description / Duties and Responsibilities:

* Monitor FSC standards in the store and ensures consistent compliance.
* Check standards and monitor employee performance.
* Coordinate with the other management team members on the applications or implementation of store production systems.
* Develop and implement Maintenance plan.
* Complete the store production and sales level guide to ensure high speed of service and quality of held products and control wastage.
* Manage the store safety program.
* Ensure that fund control procedures are properly implemented.
* Ensure that productivity standards, particularly pertaining to sales man-hour are met while maintaining a sound and productive ratio between part time and full time workers.
* Draw up the store manpower schedule, including break time and vacation and leaves of crew and staff.
* Orient management trainee with regards to company policies and code of products, position, duties, task, responsibilities and performance appraisal.

**Position: Kitchen and Administrative Crew**

**Company: Jollibee Foods Corporation**

**Address: Morong, Rizal Philippines**

**Date: December 10,2007 – January 11, 2010**

Job Description / Duties and Responsibilities:

* Controls Production of food items.
* Leads and assist Production Crew.
* Handles and manages Store fund.
* Process petty cash reimbursements.
* file documents and organize office documents
* Train and Assist newly hired employees.
* Receives deliveries and in charge on proper storage
* Fill out necessary monitoring documents
* Maintain store cleanliness and organization

**Position: Stockman**

**Company: Jollibee Foods Corporation**

**Address: Morong ,Rizal Philippines**

**Date: May 12, 2005 – October 31, 2005**

Job Description / Duties and Responsibilities:

* Receives and stores deliveries properly.
* Check quality of delivered items before receiving.
* Maintains cleanliness and organization of storage areas.
* Coordinate critical stocks to manager on duty.
* Daily and Monthly inventory of items.

**Computer Skills**

* Microsoft Office/ Microsoft Window
* Excel
* Microsoft Outlook
* Internet Proficiency

**Key Skills & Competences**

* Teamwork, Planning and organizing
* Very good interactive and communication skills
* Strong problem solving skills
* Ability to multi-task and perform under pressure.
* Strong knowledge in Fast Food Restaurant operation

**Training Course Certification**

Basic Operations Training Program ( Phase 1-6)

January 12, 2010 – April 20 2010

**Personal Information**

Date of Birth : October 22 1987

Age : 28

Civil Status : Married

Citizenship : Filipino

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 