**NESTOR M. SAYAO**

**QUALIFICATION**

* Able to work well in a fast paced environment, be able to work well with others and have the ability to try and learn new things.
* Self-motivated, have initiative, high level of energy. Have strong verbal communication skills, decision making, and critical thinking, organizing and planning.
* Tolerant and flexible to different situations.
* Work confidently within a group. Manage time effectively, prioritizing task and able to work to deadlines.
* Perseverance, Hardworking and Passionate at work.

**SPECIAL SKILLS**

* Knowledgeable in Windows Operating System
* Microsoft Office Applications
* Basic Designing ( Photoshop, In Design, Illustrator )
* Audio Arranger ( Cool Edit Pro 2.1, Adobe Audition 3.0 )
* Video Editing ( Pro show Gold 8.0, Sony Vegas Pro 12.0 )
* Customer Service
* Office Procedures
* Computer Literate
* Filing / Archiving
* Data Entry
* Dancing
* Baking

**EDUCATIONAL, PROFESSIONAL REGISTRATION:**

***Bachelor of Science in Information Technology***

*Ramon Magsaysay Memorial Colleges, Philippines*

*June 2005 – March 2012*

**PROFESSIONAL EXPERIENCE:**

**Cook / Confectioner Assistant**

Bakery Department

June 14, 2015 – August 25, 2016

**Emirates Flight Catering,** Dubai, United Arab Emirates

* Maintain a clean and organized work area and maintain all equipment according to maintenance plans and established procedures.
* Assist the senior cook and sous chef for the production.
* Weigh, measure and mix ingredients according to recipes.
* Cook the exact number of items ordered by the client.
* Cover, date and correctly store all food preparation items.
* Substitute for assist other cooks during emergencies or rush periods.
* Operating machines according to the standard settings.
* Assist in preparing food for functions and events.
* Produce and prepare food to comply with the menu in accordance with the food hygiene standards within our Food Hygiene Policy.
* Maintained the gold standard of food quality and food safety.

**ADMINISTRATIVE STAFF**

HR Department

July 2013 – April 2015

**Provincial Government of Sarangani,** Alabel Sarangani Province, Philippines

* Provide general administrative and clerical support including mailing, scanning, faxing and copying to management.
* Maintain electronic and hard copy filing system.
* Answering employee question.
* Creating and distributing documents.
* Maintaining computer system by updating and entering data.
* Preparing new employee files.
* Compiling reports and spreadsheets and preparing spreadsheets.
* Open, sort and distribute incoming correspondence.
* Assist with day to day operations of the HR functions and duties.

**OFFICE CLERK**

May 2012 – June 2013

**Columbia Computer Center,** General Santos City, Philippines

* Communicate with customers, employees and other individuals to answer questions or explain information.
* Answer telephones, direct calls and taken messages.
* Compile, copy, sort and file records activities, business transaction and other activities.
* Complete mail bills, contract, policies, invoices or checks.
* Operate office machines such as photocopiers, scanners and personal computer.
* Compute, record, proofread data and other information such as records or reports.

**SERVICE CREW**

Working Student

February 2009 – April 2011

**Chicken Hauz Restaurant,** General Santos City, Philippines

* Welcome customers as they arrive at the order counter.
* Provide customers with the menu and suggest food items as per their preferences.
* Operate fry stations and grills to handle food preparation activities.
* Rotate stored food items to ensure freshness.
* Manage cleaning and maintenance activities on equipment such as ovens and grills
* Maintain clean and well organized service areas and food storage.
* Back up other crew members to keep team work flow at efficient level.
* Assemble orders and pack them in a safe manner.
* Obtaining revenues, issuing receipts, accepting payments, returning the change.

**PERSONAL DATA:**

Name: **Nestor Menacio Sayao**

Age: **27 yrs. Old**

Birth Date: **October 13, 1988**

Sex: **Male**

Height: **5’5**

**Job Seeker First Name / CV No: 1841670**

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

