**Robee**

**Robee.331498@2freemail.com**

**Career Objectives**

**To pursue a responsible and challenging career in reputed organization with professional environment and good career growth contributing with the best of my ability. Enjoy motivating and establishing rapport with everyone.**

**Working Experience**

**Restaurant Manager**  May 2013 – up to present

 JLT Branch Dubai, UAE

 JBR Branch Dubai, UAE

 DMCC Free Zone Visa

Duties & Responsibilities:

* Managing the full operation of the restaurant including staffing, staff individual responsibilities, training & schedule, customer concerns & complaints, monitoring the quality & processing time of the food.
* Knowledge in handling POS reports including summary reports, Void reports, discount usage, POS restriction, & training for cashier to avoid any discrepancies in any case.
* Knowledge in handling the full reports of restaurant including items inventory, month end report, suppliers invoices & miscellaneous.
* Knowledge in restaurant advertisement & marketing including online ordering websites, promotion, flyers distribution, banners, email & SMS campaign.
* Certified as PIC (person in charge) level 3 certification valid until 2020.
* Knowledge in restaurant documentation & contracts including grease strap & pest control contract, first aid &fire fighting certification, ecological system, undertaking letters for formalities, staff health card & basic food hygiene certification.
* Dealing with suppliers & searching for good quality of item with a better price.
* Monitoring of proper cleanliness & arrangement of company accordingly to PIC checklist as per Dubai Municipality rules & regulation.
* Knowledge in HR responsibilities including applicants interview, visa processing, attendance & payroll system.

Skills & Certification:

* Person in charge certificate
* First aid certificate
* Fire fighting certificate

**Woking Experience**

**Team Leader** April 2010 – March 2013

 Puregold Supermarket

 Manila, Philippines

**Supermarket Bagger** December 2006 – May 2007

 Ultra Mega Supermarket

 Manila, Philippines

**Warehouse Stockman** November 2005 – 2006

 Goodah Restaurant

 Manila Philippines

**Educational Attainment**

**Tertiary** 2008 – 2010 (Graduated)

 2 years Multi-media Internet Technology

 Imus Computer College

 Imus Cavite, Philippines

**Secondary** 2000 – 2004 (Graduated)

 Sacred Heart Institute

 PoblacionMuntinlupa City, Philippines

**Primary** 1994 – 2000 (Graduated)

 Sucat Elementary School

 SucatMuntinlupa City, Philippines

**Personal Background**

**Age:** 30 years old **Weight:** 130 lbs.

**Birth Date:** June 14, 1986 **Height:** 5”6 ft.

**Birth Place:** SucatMuntinlupa City **Religion:** Catholic

**Citizenship:** Filipino **Civil Status:** Single

**Visa Status:** Employment (Free zone visa)

**Mot**

**Contact Person in case of emergency:** Adoracion Cayabyab

**Relation:** Mother