Jason Vitente – CV No. 1995228

**CURRICULUM VITAE**



**ADDRESS:**

**Al Salam City Abu Dhabi UAE**

**NATIONALITY:**

Filipino

**BIRTH DATE:**

January 22, 1977

**RELIGION:**

Baptist

**STATUS:**

Married

**CHARACTER REFERENCES:**

**Available upon request**

**VISA STATUS:**

Free Zone Visa

**CAREER OBJECTIVE**

Seeking a position that will benefit from my customer service experience, positive interaction skills where my 10 years’ experience can improve the customer satisfaction

**EDUCATIONAL ATTAINMENT**

**TERTIARY: Graduated 4yrs. Diploma Course**

**BSCS Bachelor of Science in Computer Science**

CSSI Computer System Specialist Inc.

Angeles City Pampanga, Philippines

1999 - 2003

**SECONDARY: Graduated**

Dau Academy High School

Dau Mabalacat City Pampanga, Philippines

1990 – 1994

**Primary: Graduated**

Dau Central Elementary School

Dau Mabalacat City Pampanga, Philippines

1984 – 1990

**KEY QUALIFICATION**

* Computer Literate
* Exhibit Strong leadership
* Has ability to Plan and Organize work
* Position for Life and Work
* Can mix well with people and elicit their cooperation
* Ability to learn, improve and adjust rapidly to new things people and

Environment.

* Has excellent skill in with dealing with customer and managers
* Determine and Hardworking person
* Self-motivated responsible, hardworking, flexible, work with confidence, dedication and interest, knowing how to work with due trust respect to others can work well under pressure.
* Excellent attendance record.
* Willingness to take on added responsibility
* Ability to handle and effectively prioritize multiple tasks.

**WORK EXPERIENCES**

**Position: Housekeeping Supervisor**

**September 2014 – up to present**

**Abu Dhabi**

* Employee Performance Management (goals, delegating, feedback, performance reviews.)
* Employee Training and Development
* Responsible to ensure approved policies and procedures are adhered to and maintained.
* Responsible to ensure that employees follow the organization's policies and procedures
* Complete assigned side work and duties
* Preparing Duty Roster, And Updating Timesheet
* Responsible for all the Controls (Paper Work)
* Analyzes and recognizes deficiencies or problems areas and provides solutions to achieve desired results
* Initiate and Practice teamwork
* Perform other tasks as assigned by the manager
* Head responsibility as Machine operator for performing operation maintenance of
* Automated equipment.
* Ensure to perform all duties safe and secure manner.
* Comply with established safety and security standard by wearing appropriate personal protective equipment for tasks as directed.
* Convey hazard related with equipment to staff working near and with machine.
* Ensure to maintain cleanliness to assigned work floor and equipment.

**AFS Arabian Food Supplies Company – Jeddah Kingdom of Saudi Arabia**

**Hospitality Division – Chili’s Bar & Grill Restaurant**

**Position: Restaurant Supervisor / Certified Trainer (Front of the House)**

**April 2008 – April 2014**

* Schedule all activities for restaurant staff according to guidelines and ensure proper uniform of staff at all times and provide assist to all guest and administer all requirements for meals.
* Maintain all restaurant equipment’s and records and ensure compliance to all standards and perform work according to hotel policies and procedures.
* Supervise all kitchen and dining room activities and ensure optimal quality of all production and coordinate with guests to maintain optimal level of customer satisfaction and analyze all customer requirements and provide efficient response.
* Collaborate with manager to review all employee performance and provide training to increase all performance and monitor all guest requests efficiently to achieve all customer objectives and maintain knowledge on all liquor regulations.
* Manage all storage supplies and assign staff in all requisition activities and evaluate all daily specials.
* Oversee all work in shift and restock all supplies at end of shift and perform regular inspections on all equipment’s and recommend required repairs.
* Responsible to ensure smooth operations exists in assigned area, including: staffing, inventory, quality assurance and customer service.
* Inspects dining area and ensures cleanliness, organization and dining area courtesy.

**Icon Computer Centre – San Fernando Pampanga Philippines**

**Position: Office Staff / Technical Support**

**February 2006 – August 2008**

* Computer Programmer
* Visual basic
* Visual FoxPro
* C++
* Computer literate
  + Microsoft Word / Microsoft Excel
  + Microsoft Power Point
  + Microsoft Office Publisher
* Computer Hardware
* Computer Hardware Assemble, Software installation (OS, Drivers, Application) Basic Networking and Basic PC Troubleshooting

**SEMINAR AND TRAINING ATTENDED**

* **BICS) British Institute of Cleaning Science**

Emrill Integrated Facilities Management August 25, 2015

* **MACHINE OPERATOR / CHIMICAL COMPETENT DIVERSEY**

Emrill Integrated Facilities Management Dubai September 5, 2015

* **MACHINE OPERATOR**

**HygieneTech** Your Hygiene Solution

MAB Facilities Management LLC Yas Mall, Yas Island Abu Dhabi November 5, 2014

* **(BICS) British Institute of Cleaning Science**

MAB Facilities Management LLC December 2 2014

* **ELEMENTARY FOOD HYGIENE COURSE**

The Royal Environmental Health Institute of Scotland (U.K.) November 10, 2008

* **HOW TO DEAL WITH OTHERS (Yousuf Naghi Training Center)**

(January 10, 2009 to January 12, 2009)

* **ELEMENTARY FOOD HYGIENE (International Certificate)**

The Royal Environmental Health Institute of Scotland (U.K.) February 8, 2009

* **TRAINER CERTIFICATION**

Jeddah (KSA) Chili’s Bar & Grill Restaurant September 04, 2010

* **Skill Out 2011 Chili’s Roshan Mall**

Chili’s Roshan Mall August 10 2011

* **FOOD SAFETY BASIC COURSE**

Royal Commission, Environmental Health Training Center (March 09, 2013)

**PERSONAL DATA:**

Sex : Male

Height : 5’6”

Weight : 136 lbs.

Languages : English, Tagalog

***I hereby certify that the above given information are true and correct to the best of my knowledge and belief.***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant’s Signature**

|  |
| --- |
| Jason Vitente – CV No. 1995228  To interview this candidate, please send your company name, vacancy and salary offered details along with this or other CV Reference Numbers that you may have short listed from  <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |