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**BRILL**

[**BRILL.334179@2freemail.com**](mailto:BRILL.334179@2freemail.com)

**SUMMARY**

Highly independent, diligent, and easy to get along. Actively looking to progress and to develop oneself. Was employed as administrative assistant in an F&B / retail company. Supported the COO, CFO, marketing, and hygiene manager with their work. Proficient with Microsoft Office and capable of manipulating documents using VBA. Have a great comprehension and communication skills.

Personal key strength:

* Flexible in work and can effectively synchronize with everyone.
* Ability to evaluate, prioritize, organize, and delegate work schedules.
* Can work in shifting hours or more than the standard working hours daily.
* Intuitive and easy to be trained.

**WORK EXPERIENCE**

DONER KEBAB DMCC – *Administrative Assistant*, September 2015 – November 2016

Cluster W, Oaks Liwa Heights, Jumeirah Lakes Towers, Dubai, UAE

Responsibilities:

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| * Liaise with the COO and CFO to create, to gather, and to compile the information for the DSR and executive dashboard. * Handle and execute part of work of the hygiene manager which includes auditing the hygiene of the store premise, and the staff; prepare the presentation of the audit. Also, survey the staff records for expired hygiene certificates and schedule them for trainings, reserve and setup the training room, release of training documents, record the result, and file for attestation. * Diligently assist the office manager in handling visitors, filter package and courier mails, screening incoming calls, and schedule people for meetings. * Supported the CFO and marketing to track the newly released product comparing the PRE from POS, and create a breakeven analysis to show the breakeven sales of the product. * Systematically control the documents and records of our store, this includes the contracts, training certificates, and forms used in the operation. * Extract the customer feedback and complaints from the call center and record the detail in an orderly manner. Make a report of any food related incident from the stores and escalate to my superiors if necessary. |

QUISSENTIALS – *Kitchen Aide*, January 2013 - June 2013

Calamba City, Philippines

Responsibilities:

* Assist the chef with the preparation of ingredients.
* Assist the head cook of sweet delicacies.
* Coordinate with the stockman in regards to the reservation of items used in food preparation.

HEXBYTE INTERNET CAFE – *Staff*, April 2009 - November 2011

Calamba City, Philippines

Responsibilities:

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| * Oversee the business. * Research for potential services to be use to meet the target sales. | * Maintenance of software, equipment, and facility to ensure a smooth operation. * Front desk work. |

IBM SOLUTIONS DELIVERY – *IT Specialist*, September 2007 – March 2008

Quezon City, Philippines

Responsibilities:

* Trained by the firm to do application testing, this includes creation of test plan, test cases, and execution of test cases.
* Trained to develop codes for mainframe system using COBOL, CICS, and run using JCL.

**EDUCATION**

UP Information Technology Development Center, UP Diliman, Quezon City

Certificate in Information Technology, Mobile Applications Development and Game Development, 2014

Colegio de San Juan de Letran, Calamba, Laguna

Bachelor of Science in Information Technology, 2002 – 2006

Colegio de San Juan de Letran, Calamba, Laguna

High School, 1998 – 2002

**TRAINING**

Human Resource and Administration, Filipino Institute, UAE, Jun 2016 - Jul 2016

Critical Thinking in Global Challenges, Feb 2015 - Mar 2015

Model Thinking (Distinction), *,* Feb 2015 - Apr 2015