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|  | **CRATON** |
| **E-MAIL:**  [**CRATON.337436@2freemail.com**](mailto:CRATON.337436@2freemail.com)  **Availability Date:**  Anytime  Excellent communication and inter-personal skills. Highly organized, efficient, with excellent telephone manner and self-correspondence skills. Confident and motivated by challenges. Team player with ability to take work direction from several people and prioritize effectively. Loyal, trustworthy, punctual with a friendly out-going personality and eager to be trained if necessary to meet the excellence of the company.  **Personal Data**  Date and Birth: June 5,1986  Place of Birth: Sorsogon Philippines  Sex: Male  Nationality: Filipino  Religion: Roman Catholic  Marital Status: Married  Height: 5’7  **Language Spoken:**  English, Filipino  **Strengths:**  Good communication and interpersonal skills  Capable to advance and progress in the work environment.  Strong analytical and problem solving skills.  Ability to do multitasking and can work independently.  Ability to work in fast paced environment.  Good time management skills. Well organizes with strong attention to detail.  Professional in handling work responsibilities.    **Seminars Attended**  Tools in Decision Making – Bicol University  Motivating People – Palfsi Bicol Branch  Comprehensive Leadership Training Seminar/ Workshop for Student Leaders – Veritas College of Irosin  Career Planning and Development – Intel Technology Philippines  Business Orientation Seminar February 2007  Seminar Workshop on Personal Values and Excellence Program May 2007 | To have an opportunity to become a vital part of a well-respected  organization willing to utilize my capabilities and experience in  mutual benefit and a personal commitment to reciprocate this  with a high of professionalism, hard work and dedication.  Academic Credentials  **Food and Safety Manangement Certified**  **2016**  **Veritas College of Irosin – Irosin, Sorsogon**  Sorosogoni City Philippines  **Associate in Electrical Technology**  2003-2005  Skills and Stability\_**\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  • Ability to organize and prioritize under pressure while maintaining a calm and pleasant demeanor.  • Ability to communicate effectively with co-workers and supervisors.  • Ability to accomplish common tasks with little direct supervision.  • Computer skills helpful, programs include Excel, Word, Office  Recent Work Experience\_**\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **DIP N DIP Food & Beverages**  Dalma Mall, Abu Dhabi, UAE  **Waiter**  February 16, 2014 until March 17, 2017  **Responsibilities**   * Suggests food and beverages ~ to be well versed with the menu, method of preparation and accompaniments. * Cleans and polishes Glassware, China ware, hollowware and flatware. * Maintains cleanliness and mise-en-place level at working station and service pantry for smooth operation. * Replenishes supply of linen and other Operating equipment. * Obtains requested items from the storeroom. * Keeps general appearance and maintenance of Restaurant working areas. * Follows correct sequence of service outlined in the Standard Operating Manual. * Cleans and removes dishes from the table after service is completed. * Transports soiled dishes from dining room to kitchen and depositing them in proper placing at the Steward area. * Maintains excellent grooming standard at all times.   Recent Work Experience\_**\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Emirates Board Advertising**  **Abu Dhabi, UAE**  **Stock and Productions Executives**  September 14, 2011 –Feb 14, 2013  **Responsibilities**  • Performed daily report production, inventory of stocks and supplies needed for plate production    • Responsible in checking the details of registration card, quantity, size and category of the plate  • Operates machines for the production of quality and accurate plates with the right combination of numbers and printing  • Executes hands on car plate fixing with the right measurements while maintaining cars integrity  Work Experience\_**\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **ADNOC Distribution Company**  Abu Dhabi, UAE  **SALES ATTENDANT**  March 2009 – April 2010  **Responsibilities**  • Provided and rendered prompt, efficient, and courteous service to customers.  • Registered customer sales on point of sale equipment.  • Received cash and gave correct change and processed credit card sales correctly through terminal.  • Executed and performed pumping gas for customers then process cash or credit card sales promptly.  • Assisted and helped with inventory, stocking shelves, and monitoring inventory.  Work Experience\_**\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Shoemart Supermarket**  Manila, Philippines  **MERCHANDIZER**  January 2008 - February 2009  **Responsibilities**   * planning product ranges and preparing sales and stock plans in conjunction with buyers; * working closely with visual display staff and department heads to decide how goods should be displayed to maximize customer interest and sales; * controlling stock levels based on forecasts for the season; * using specialist computer software, for example to handle sales statistics, produce sales projections and present spreadsheets and graphs; * analyzing every aspect of bestsellers (for example, the bestselling price points, colors or styles) and ensuring that bestsellers reach their full potential; * monitoring slow sellers and taking action to reduce prices or set promotions as necessary; * gathering information on customers’ reactions to products; * analyzing previous season's sales and reporting on the current season's lines; * making financial presentations to senior managers |