 **RHEYMOND**

[**RHEYMOND.338078@2freemail.com**](mailto:RHEYMOND.338078@2freemail.com)

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| **OBJECTIVE** |

Looking for a challenging, growth-oriented career in the company in which academic training, work experience, and a commitment to excellence and righteousness will have valuable application. I am willing to learn and undergo training in order to fit the job requirement.

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| **EDUCATION** |

**AMA Computer College – Makati Campus**

*Bachelor of Science degree in Information Technology*

Major in Networking; CISCO Student Organization member 2008; Mechatronics and Robotics Society of the Philippines member 2008.

2007-2010 (Graduated)

**AMA Computer College – Las Piñas Campus**

*Bachelor of Science degree in Information Technology*

Major in Networking

2006-2007

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| **WORK EXPERIENCE** |

**Jumeirah Group –** [**Jumeirah Beach Hotel**](https://en.wikipedia.org/wiki/Jumeirah_Beach_Hotel)

Jumeira Rd - Dubai, UAE

November 22, 2015 – Present

**KITCHEN STEWARD**

* Washes pots, pans and traps; maintains neat appearance of working areas and cleaning equipment storage areas. Sweeps and mops kitchen floors including F&B area, cleans waste bins, washes worktable and refrigerators and operates plate wash based on the standard procedure.
* Cleans back of the house areas, receiving area and storerooms.
* Handles operating equipment with maximum care.
* To adhere to all Statutory and Company requirements regarding fire, health & safety and food hygiene, ensuring that at all time proper usage of safety signage and equipment.
* Ensure that they adhere to the personal hygiene requirements of the business before arriving at the work place. Maintain a clean and healthy working environment including following correct and proper disposal of waste i.e. garbage and oil.
* To uphold and maintain all standards in line with your departments operating procedures.
* To participate in training within your department and other departments as deemed appropriate by your manager.
* To carry out any reasonable instructions/duties as directed by those superior to you. Must have a good attitude and have respect towards other colleagues.

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**Rotana Hotel Management Corporation PJSC – ROSE RAYHAAN Hotels and Resorts**

Sheikh Zayed Rd, Newar Financial Center Metro Station, Dubai, UAE

August 25, 2014 – October 2015

**KITCHEN STEWARD**

* Clean food processing facilities, storage rooms, walk in fridge’s, kitchen utensils, immediate corridors and holding areas as well as the operation equipment.
* Work in close cooperation with all kitchen and service employees.
* Work as per duty schedule and shifts.
* Perform all stewarding tasks as per given instructions.
* Ensure minimum wastage, breakage and spoilage.

**Serikandi Oilfield Services – Offshore Division, General Service Steward**

Light industial area,Kuala Belait, Brunei Darussalam

April 2011- June 11, 2014

***MESSMAN / CAPTAIN F&B SERVER***

* Checking every day the attendance of all staff and conditions of the restaurant.
* Check and supervise all necessary and important utensils needed and maintain cleanliness of all area of establishment.
* Monitoring of Dining, Counter Equipments Utensils and Wares as well kitchen.
* Must conduct consistent inventory, partially, daily, and monthly. Customer and Service Oriented.
* If there is any changes of the schedule of the staff and change day off coordinate with the manager/president for approval. Final checking on the quality of foods and drinks.

***KITHCEN STAFF/ASSISTANT COOK***

* Provide quality service to every location’s accomodation.
* Help unload, organize and inventory of weekly provision.
* Working safely with care to everyone all the time.
* Washing kitchen appliances, work surfaces, floors and walls.
* Perform the meat cutting functions. These includes but is not limited to scraping and traying products, cubing steaks, grinding ground meats and cutting and processing meat according to requirement and perform all meat associate responsibilities as directed.
* Weigh all meat items in accordance with specified procedures outlined by standard practice.
* Develop product knowledge in all areas of the meat department including cooking procedures.
* Keep work area free from debris and safety hazards
* Observe and maintain company sanitation and food safety standards
* Handle and report any accident immediately, no matter how minor.
* Perform all other duties as assigned.

***ROOM ATTENDANT***

* Collects daily worksheet and applicable room keys each morning and returns it by the end of the shift
* Keeps bedroom door open while working in the guest room, and locks door properly when leaving the room
* Maximizes job efficiency in neat orderly appearance by maintaining supply cart and vacuum cleaner
* Stocks supply of cart correctly in the morning and afternoon, with all necessary linens, guest supplies, and cleaning equipment

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* Sorts out any damaged linen or linen needed to be rewashed and returns it to Laundry Department
* Cleans guest rooms daily according to operational policies and standards
* Reports maintenance requests and replacement orders
* Assists guests and other Departments by removing food trays and trolleys from bedrooms
* Completes full cleaning of any room as requested by the Senior Housekeeping Attendant or the Housekeeping Supervisor
* Attends to guest needs and requests courteously and efficiently.

***STOREMEN***

* In-charge of receiving and quality checking these items to ensure they are to the company's standards.
* Responsible stocking items whether it be on display or store rooms and ensuring that they are rotating on a First In First Out basis.
* In-charge of carrying out inventories periodically in all areas to calculate the material at hand.
* Order based on his Minimum/Maximum level and ties into saving money and spending money wisely for the company in order to maintain it's viability.
* Ensuring the safety and security of the stock.

**AAVA , DIARS Assistance, Office Staff**

Ayala Alabang Village,Narra St, Muntinlupa City

September 2010-February 2011

* Collect, count, and disburse money, do basic accounting.
* Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders and address complaints.
* Answer telephones, direct calls and take messages.
* Compile, copy, sort, and file records of office activities, business transactions, and other activities.
* Complete and mail bills, contracts, policies, invoices, or checks.
* Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.
* Compute, record, and other information, such as records or reports.
* Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
* Open, sort and route incoming mail, answer correspondence, and prepare outgoing mail.
* Review files, records, and other documents to obtain information to respond to requests.
* Deliver messages and run errands.
* Inventory and order materials, supplies, and services.
* Monitor and direct the work of lower-level clerks.
* Type, format, and edit correspondence and other documents, from notes or dictating machines, using computers or typewriters.
* Count, weigh, measure, and/or organize materials.
* Train other staff members to perform work activities, such as using computer applications.

**I.T. ADMIN, Geekerzone Internet Café**

2821 G/F Nova Star Bldg. cor Hernandez st. F.B. Harrison, Pasay City

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June 2009-May 2011

* Networking within all computers
* Monitor and Maintain fine computers status
* Troubleshoot or Repair computer hardware and software
* Support customer in every queries

**KFC, Restaurant Team Member**

KFC Buendia cor. Gil Puyat St. Pasay City

August 13, 2009 to April 28, 2010

* Provide quality customer service.
* Set up salads, pasta, garnish cooked stuffs, etc. to be serve in the counter.
* Help food preparation at the kitchen..
* Certified Cashier Personnel.

**Practicum Trainee, Pldt Co.**

FB Harrison cor. Galvez St., San Rafael, Pasay City

May-August 2008

* Collaborate in installation or repair of hardware application.
* Provide quality technical support particular on telecommunication technology.
* Support in troubleshooting of hardware and software.

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| CERTIFICATES AND TESTIMONIALS |

**The Maritime Training Center of the Philippines**

*Basic Training (60.5 Hours)*

*Certificate no.:*

*July 7 – July 18, 2014*

* *Personal Survival Techniques (IMO Model Course 1.19)*
* *Fire Prevention and Fire Fighting (IMO Model Course 1.20)*
* *Elementary First Aid (IMO Model Course 1.13)*
* *Personal Safety and Social Responsibilty (IMO Model Course 1.21)*

**Megamas Training Company Sdn. Bhd.**

***Tropical BOSIET Including Travel Safely by Boat and Tropical EBS-Opito Approved***

*Certficate no.:*

*02nd – 04th June 2011*

* *Safety induction*
* *Basket/swing rope transfer*
* *Sea survival*
* *Lifeboat-*Totally Enclosed Motor Propelled Survival Craft *(TEMPSC)*
* *Emergency first aid CPR*
* *Smokehood*
* *Basic firefighting*
* *Helicopter Underwater Egress Training (HUET)*
* *Tropical EBS*

***Basic Food Hygiene Course Certificate***

*Certificate no.:*

*June 10, 2011*

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| **PERSONAL BACKGROUND** |

Born on November 14, 1989 in Las Piñas, Manila, Philippines. Fluent in Filipino and English. Knowledgeable in Cisco Networking. Interests: cooking, basketball, badminton, enjoys strategical computer games. Adaptable, goal-oriented, quality-oriented, self-motivated, trustworthy and a team player.

Date Issued : June 27, 2014 valid until June 26, 2019

Visa Status : Residence Visa

Date of Expiry : September 16, 2017