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Contact HR Consultant for CV No: 2051730

E-mail: response@gulfjobseekers.com

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

JOB OBJECTIVES

- To join a company that offers me a stable and positive atmosphere and inspires me to enhance and therefore to innovate the work culture for the betterment of all parties concerned.

-To join an interactive organization that offers me a constructive workplace for communicating and interacting with customers and people.

**SKILLS AND INTEREST**

- Computer Literate

-Excellent in manual dexterity

-highly motivated to do and accomplish paper works.

**PERSONAL INFORMATION**

Age: 28

Birth Date : 18/01/87’

Citizenship :Filipino

Civil Status : Single

Visa Status : Tourist Visa

**SEMINARS/TRAINING CERTIFICATES:**

-Pink Code Accreditation 2014

-HABC level 2 Award in Emergency First Aid at work (Qcf) 2014

-Basic Food Hygiene (OHSEC) 2014

-Subway University Person In Charge Level 1-2

-Child Protection Seminar (Advocate)

-Philippine National Red Cross

-Youth Leadership Training 2004-2010

-Points of Light Youth Leadership Institute 2006

-Basic Community Management Forum

**WORKING EXPERIENCES:**

**Sandwhich Artist**

 Restaurant

Al Thourya Bldg. Sheikh Zayed Rd.

Business Bay, Dubai UAE

November 2014 - July 2015

With NOC

**Store-Person in charge cum CSR**

**Sandwhich Artist**

Subway Restaurant

Beach Waves Restaurant

Dragon Mart, International City, Dubai, UAE

04-3608074

December 2010 – September 2014

*Duties and Responsibilities:*

-Develop and implement policies and procedures to prevent foodborne illness;

-Ensure that all employees are fully trained before they start to work

-Monitor employee activities to ensure compliance with food safety regulations; especially during receiving, preparation, display and storage of high risk foods;

-Follow-up food inspections conducted by the Food Control Department, take corrective and preventive actions when necessary;

-Conduct in-house self-inspections of daily operations on a periodic basis to ensure that food safety policies and procedures are followed.

-Monitor employee hygiene, especially proper hand washing;

-Exclude ill employees;

-Verify receiving process, cooking, proper cooling and storage of high risk foods;

-Verify cleaning and sanitizing of equipment and utensils;

-Follow up food related complaints;

-Ensure that no unauthorised persons are allowed in the food preparation area/kitchen

**Project Clerk**

UNICEF-Children Int’l Philippines

Manila, Philippines

02-376-6930

July 2010 – December 2010

*Duties and Responsibilities:*

*-Types agendas for meetings*

*-Prepares meeting packages and distributes to Council Members at least two days prior*

*-to the meeting*

*-Attends, records and transcribes minutes of all Meetings*

*-Compiles and maintain an up to date telephone directory of numbers and addresses*

*-Files all correspondence*

*-Updates the bulletin board by posting and removal of outdated materials*

*-Responsible for Project Planning, Budgeting, Implementing, Monitoring and Evaluation.*

*-Responsible for Ocular visit for possible venue of the program/event.*

*-organizing a program the will benefit the huge population of the beneficiaries.*

* **Andoks Restaurant**

**Dine in staff**

Andok’s Litson Corporation

Quezon City, Philippines

April 2009- October 2009

* ***Practicum Trainee***

*Dusit Hotel Nikko*

*Makati City, Manila-Philippines*

*02-867-3333*

*January 2007- April 2007*

Designated Departments:

* Purchasing Department (250 hrs.)
* Executive Chef’s Office (150 hrs.)
* Main Kitchen Café (75 hrs.)
* Kitchen Café (150 hrs.)

**EDUCATIONAL BACKGROUND**

**Tertiary**

 *Diploma*  *in Hotel Restaurant Management*

Skill Power Institute

 Manila Philippines

 S.Y 2005-2007

**Secondary**

 *High School Diploma*

Don Alejandro Roces Sr. Science –Technology H.SManila, Philippines

 S.Y 2000-2004