Chris

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**OBJECTIVE**

Fast and effective, I want to be part of your success by offering high motivation, responsibility, quality of work and keeping deadlines.Looking to join a company that offers long term career prospects.

**WORK EXPERIENCES**

**Hush Burger Restaurant**

**Work/position: Kitchen assistant/barista**

Company address: Business Bay, Bay Avenue Mall,lakeside Dubai U.A.E

From: November 6, 2016 to present

*Responsibilities:*

* *Assist the preparation of food*
* *assist in the preparation and serving of beverages to staff, clients and others*
* *Clean the kitchen area (floors, cookers etc).*
* *Wash and dry kitchen pots/utensils and ensure their proper storage.*
* *assist in ensuring a high level of health and safety, cleanliness and food hygiene and to ensure*

*that safe working practices are followed. To report any problems to the Cook in Charge or responsible Senior Officer. Assist in stock taking and storage of stock, including checking deliveries*

* *Attending training courses as appropriate*

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* *carry out any other reasonable duties within the overall function of the job*
* *Prepare or serve hot or cold beverages, such as coffee, espresso drinks, blended coffees, or teas.*
* *Clean or sanitize work areas, utensils, or equipment.*
* *Clean service or seating areas.*
* *Check temperatures of freezers, refrigerators, or heating equipment to ensure proper*

*functioning.*

* *Describe menu items to customers or suggest products that might appeal to them.*
* *Order, receive, or stock supplies or retail products.*
* *Provide customers with product details, such as coffee blend or preparation descriptions.*

**PLDT Home**

**Work/position: Data encoder**

Company address: Koronadal City, Philippines

*Responsibilities:*

* *Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.*
* *Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.*
* *Maintains data entry requirements by following data program techniques and procedures.*
* *Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete*
* *Tests customer and account system changes and upgrades by inputting new data; reviewing output.*
* *Secures information by completing data base backups.*
* *Maintains operations by following policies and procedures; reporting needed changes.*
* *Maintains customer confidence and protects operations by keeping information confidential.*
* *Contributes to team effort by accomplishing related results as needed.*

**Dolefil Agrarian Reform Cooperative**

**Work/position: Admin Assistant**

Company address: Cannery, Polomolok South Cotabato, Philippines

*Responsibilities:*

* *Provide general administrative and clerical support including mailing, scanning, faxing and copying*
* *Maintain electronic and hard copy filing*
* *Open, sort and distribute incoming correspondence*
* *Perform data entry and scan documents*
* *Prepare and modify documents including correspondence, reports, drafts, memos and mails*

**On-the-job trainee**

**Work/position: Housekeeping**

Company Name: Maxima Aquafun Canopy tours

Company address: Peñaplata, 8119 Samal, Davao, Philippines

**SKILLS AND INTEREST**

\*Computer literate (MS Word,MS Excel and MS Powerpoint)

\*Good in oral and written communication

\*Accuracy and Attention to details.

**EDUCATION**

**TERTIARY** Bachelor of Science in Hotel and Restaurants Management

Name of School : Mindanao Polytechnic College

Year Graduated : 2013-2014

**SECONDARY**

Name of School :Matutum View Baptist Academy Inc.

Year Graduated : 2006-2007

**PERSONAL SUMMARY**

A high motivated and dependable professional who isable to provide comprehensive support to subordinates and senior executives.Ambitious and looking forward to playing a key role in administrative functions.Adaptable to changing situations & flexible working overtime and willing to be relocated.