**Jan**

**LANGUAGES:**

 **English**-fluent (written and spoken)

 **Tagalog**- native

 **IT SKILLS**

**MS Office** (Excel, PowerPoint, Word, Access, Outlook) – Proficient user

 **MS Windows** – Advanced user (troubleshooting, network, software compatibility issues)

 **Various Web Applications** –

 Advanced user

 **GENERAL INFORMATION**

 **Nationality:** Philippines

 **Visa Status** : Abu Dhabi UAE

 (Employment Visa)

**Date of Birth**: 14-September-2017

**JAN.350058@2freemail.com**

*Responsible, experienced and highly energetic candidate who is able to drive profitability improvement through strategic growth, waste elimination, and quality enhancement. With long track record of successfully directing the execution of tactical operating plans. In the past worked with respected and recognizable company. Right now - looking*

*for a suitable leadership position with a market-leading, high-growth company that offers opportunities for advancement into onshore/offshore crewing operations and HR Administration.*

**ACADEMIC QUALIFICATION**

*Bachelor of Science in Commerce (2006)*

Major: Business Management

**College of St. John De La Salle**

**EMPLOYMENT HISTORY**

*August 2015 – Onwards*

**ARAMARK GULF LIMITED**

Abu Dhabi, UAE

Position: **Crewing Executive**

*Responsible for the development and implementation of all customer service programs, operations and strategic activities. Also in command of ensuring that the companies and its customer goals are aligned and met.*

***Duties:***

 Source offshore/onshore crew when required to fill vacancies

 Arrange crew changes for all crew on assigned vessels, using most cost effective and convenient travel routes and ensuring all crew certification is complete and valid at all time

 Responsible for tracking the crew and ensuring the payroll is processed accurately and on time.

 Conduct initial screening of shortlisted applicants before endorsing to technical or operational personnel for final interview

 Ensure that personnel files and all crew certification are kept up to date

 Track all personnel on the payroll system to ensure they are paid correctly and on time

 Arranging the weekly meetings with Operations and HR in order to

Discuss and resolve ongoing issues, develop the weekly plans.

 Liaise with HR, PRO, HSE and accountant’s departments; preparation

of Monthly reports

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***Achievements:***

 Good knowledge of STCW and HSE requirements

 Familiar with Offshore Support Vessels (AHTS, Crew Boats, Harbor

Tugs, Barges)

 Very organized, able to multitask and assist any client, crew or staff

24/7, can cope well under the pressure, good attention to details

 Excellence in interpersonal, communication and planning skills

 Computer literate

 Can work with multi-culture and multi-national environment.

 Preparation of various reports:

 Cost effectiveness

 Expenses

 Payroll

 Assets and Uniforms

 Crew planning and movement

 Project requirements

*January 2010-July 2015*

**ARAMARK GULF LIMITED**

Abu Dhabi, UAE

Position: **Camp Boss**

*Manages all aspects of the Catering, housekeeping, laundry and janitorial support services on an Offshore Installation.*

***Duties:***

 Manage all personnel under his control and ensures they are fully inducted, trained, appraised and competent to perform any assigned task. Maintain up-to-date records of inductions, training and progress.

 Organize duty rotas, menu planning and cleaning rotas within budgetary targets.

 Ensure all equipment is operating satisfactorily and where necessary, report defects.

 Perform any other tasks within his competency as required by

Management.

 Have hands on involvement in preparing and serving meals to client prescribed standards within the budgetary framework laid down by ARAMARK.

 Manage all aspects of the catering and housekeeping services on an offshore installation.

 Manage and organizes all personnel to provide a cost-effective quality service in a safe and healthy manner.

 Develop and maintains healthy industrial relations climate conducive to a happy working environment.

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 Control all stocks of food and non-food items, within agreed quality standards, inventory levels and budgetary constraints.

 Operate all standard administrative procedures as laid down in the Unit Managers Handbook and the Standard Offshore Systems Manual, to provide accurate timely information, adequate control and concise records.

 Implement and manages the training of all personnel in matters of operational skills, health, safety and hygiene.

 Appraise his personnel and identifies training needs.

 Develop effective communications with the client, personnel and

ARAMARK management.

***PERFORMANCE MEASURES:***

1. Quality of service as assessed by audits, client’s satisfaction, ARAMARK

line Manager.

2. Effectiveness of ARAMARK team as assessed by: - Customer Satisfaction

Ability of team to carry out received tasks

Team Development

3. Budget Performance

4. Efficiency of operation assessed through client performance review

5. Health and Safety Performance and systems management.

6. Best practice and innovation.

*August 2007 – January 2009*

**OFFICE OF THE GOVERNOR (Province of Capiz)**

Capiz, Philippines

Position: **Office Staff**

*Assisting the private secretary of the Governor, recording out going and ongoing checks, releasing financial assistant, public information officer, updating schedule of the Governor.*

 **Duties**

 Forward information by receiving and distributing communications; collecting and mailing correspondence; copying information.

 Maintain supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items; delivering supplies to work stations.

 Maintain equipment by completing preventive maintenance; troubleshooting failures; calling for repairs; monitoring equipment operation; monitoring and purchasing meter fund

 Maintain office schedule by picking-up and delivering items using automobile.

 Serve customers by backing-up receptionist; answering questions; forwarding messages; confirming customer orders; keeping customers informed of order status.

 Update job knowledge by participating in educational opportunities.

 Enhance organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

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*July 2006 – March 2007*

**Danilyn's Enterprises Inc.**

Manila, Philippines

Position: **Sales Designer/Marketing Staff**

***Duties:***

 Maintaining and developing relationships with existing customers in person and via telephone calls and emails;

 Acting as a contact between a company and its existing and potential markets;

 Negotiating the terms of an agreement and closing sales;

 Gathering market and customer information;

 Checking the quantities of goods on display and in stock;

 Managing the company’s pricelists, inventory and sales reports.

 Orders management (inquiry-quotation-sales order-delivery note).

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**TRAININGS AND CERTIFICATION**

***Special Delegation:***

Title: 2005- UNILEVER-SIFE (Student In Free Enterprise) Philippines

National Exposition (Bayview Park Hotel – Manila)

 ***Seminars and Conventions attended:***

Title: Philippine Association of Campus Student Leaders (PACSA) Annual

Convention for Security and Management (Baguio City, Philippines) Title: Orientation and Seminar for Business ethics and Financial

Management

***Offshore Trainings:***

Title: **STCW-95 (Basic Safety Training)**

Personal Safety and Social Responsibility, Fire Prevention & Fire

Fighting, Sea Survival and Basic First Aid



Title: **Basic Offshore Safety Induction Emergency Training (BOSIET**) by: Emirates Technical & Safety Development Centre OPITO, Certificate No.: issued on 15/01/2012. Abu Dhabi, UAE

 Title: **Basic H2s Training** by: Emirates Technical & Safety Development

Centre OPITO, Certificate issued on

11/09/2013. Abu Dhabi, UAE

 Title: **Essential Food Safety Training Certificate (EFST)** by: Abu Dhabi

Food Control Authority Certificate No: HCT-CERTAD-1581 issued on

02/10/13

 Title: **Ship Security Awareness Training and Seafarers with Designated**

**Security Duties (SDSD)**

By: Sea base Training Center for Watchkeeping, Inc.

Certificate no.: Registration Number:

Issued on: 27-May-2014 Ermita Manila, Philippines

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