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***GIELLAN***

***GIELLAN.359717@2freemail.com***

***‘SUMMARY’*** Capable professional with extensive experience in Back office management, and administrative roles that produce efficient business operations. Highly organized and dedicated self-starter who meets project deadlines, While performing multiple task within fast paced environments. A strategic thinker and excellent communicator with a consistent record of achievement.

***‘PROFESSIONAL EXPERIENCE*** *‘*

**IRIS DUBAI & MATTO ITALIAN RESTAURANT** DUBAI,UAE -ADDMIND GROUP Back office Executive Present

* Mail the head office and other area of offices for co-ordination in the processes.
* Track revenue and expenses on a monthly basis, comparing actual to forecasted figures and makes necessary adjustments.
* Perform special projects and analyses as requested by management.
* Receiving items from all supplier’s, strictly check each item & also match the delivered goods against what was ordered, to prevent wrong delivery.
* Data entry on daily basis.
* Inventory
* Preparing LPO.

**BOUBOUFFE LEBANESE RESTAURANT** DUBAI,UAE

-ADDMIND GROUP

Back office Executive/Cashier

 May-2016

* Promoted “always say yes” approach to relationship-building between staff and guest,responsive service to create a quality experience and repeat business.
* Monitor process of financial reports
* Process guest payment by cash,debit,credit card.
* Take to-go orders by phone and in person.
* Communicate with all staff on the floor and kitchen to maintain perfect flow of operation.
* Data entry on daily basis
* Inventory
* Closing cash and doing end/sales of day, send to upper managements.

**ELEVATION BURGER L.L.C** DUBAI,UAE

Acting Supervisor November - 2014

* Depositing cash to transguard
* Inventory on monthly basis
* Schedule and direct staff’s in daily work assignments to minimized productivity.
* Meet monthly target.
* Consistently maintained high level of cleanliness, organization, store, and sanitation of food & beverage to ensure quality.
* Ordering depends on the flow of business.
* Team player.
* ***“KNOWLEDGE IN OMEGA AND MICROSOFT SYSTEM”***

***‘EDUCATION’***

* BS Accountancy Major in law

 Divine World College,Vigan City

 Philippines 2014 – 2015

* Diploma in Information Technology

 System Technology Institute, Vigan City

 Philippines 2010 – 2012