First Name of Application CV No 218298

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CAREER OBJECTIVE:

To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people.

PROFESSIONAL EXPERIENCE:

***TERUEL FOODS & BEVERAGES (ZAGU PHILIPPINES)***

*Cebu City, Philippines*

***Appointed as Area and Roving Supervisor (March 2009 to present*)**

* Supervise and coordinate activities of workers engaged in preparing and serving food.
* Identify complex problems and review related information to develop and evaluate options and implement solutions.
* Ensure knowledge of staff movements in and out of organization.
* Trains workers in operation of machine equipment.
* Review daily sales report.
* Prepares monthly evaluation report and performance of the crew/staff.
* Manage and monitor schedules of the staff, attendance, absences and tardiness.
* Review stock inventory counts and balance accuracy.
* Compiling and maintaining records of inventory reports and issuing/presenting them to management.
* Deliver excellent customer service at all times.
* Assisting in daily service operations.
* Assist staff members recommend and promote items on the menu or specials to guests.

*PALOMINO JEANS*

*Cebu City, Philippines*

*Appointed as Sales Attendant cum Promoter (March 2006-January 2009)*

* Welcome and greet customers/clients who enter the shop.
* Present to customer the latest updated offers issued and prepared by the sales manager in order to increase sales in the store.
* Aids customers in locating merchandise.
* Provide information on promoted products/services.
* Answers questions from and provides information to customer about merchandise for sale.
* Obtains merchandise from stockroom when merchandise is not on floor.
* Arranges stock on shelves or racks in sales area.
* Directs or escorts customer to fitting or dressing rooms or to cashier.
* Keeps merchandise in order.
* Inventories stock.
* Assisting shoppers to find the goods and products they are looking for.
* Stocking shelves with merchandise.
* Answering queries from customers.
* Reporting discrepancies and problems to the supervisor/manager.
* Attaching price tags to merchandise on the shop floor.
* Responsible for security within the store and being on the lookout for shoplifters.
* Keeping up to date with special promotions and putting up displays.
* Communicate information regarding product availability.
* Uphold predefined customer service standards.
* Perform other duties may assigned.

*PIZZA HUT PHILIPPINES*

*Cebu City, Philippines*

***Appointed as Service Crew (February 2005-January 2006)***

* Greet customers and guests as they enter the restaurant.
* Settle them down and take order.
* Serve orders of the patron and generate bills
* Answer guest queries about deal offers and service time.
* Clean up the tables after the guests leave and set them for the next guests.
* Pack and serve warm food efficiently in accordance with the order.
* Help in kitchen or with outdoor delivery where and when required.
* Recommend and promote regular deals or daily specials to customers.
* Provide information on menu list/items.
* Deliver excellent customer service at all times.
* Perform other duties may assigned.

*Best Buy Mart Inc.*

*Cebu City, Philippines*

*Appointed as Front End Runner (December 2003- December 2004)*

* Maintain a clean, neat, organized and safe work environment.
* Greet all customers and provide them with prompt, courteous service and assistance.
* Assist cashiers in bagging goods/items of the customers.
* Assist sales attendant in locating products.
* Keeping the store tidy and clean, this includes sweeping and mopping.
* Check equipment daily for proper performance.
* Perform other duties may assigned.

SKILLS AND KNOWLEDGE:

* Computer Literate
* Excellent written and communication skills in English
* Open minded to work in complex environment
* Efficient planning, management and organizational abilities

EDUCATIONAL ATTAINMENT:

Bachelor of Science in Marine Transportation

University of Cebu

Mambaling Campus, Cebu City, Philippines

2nd Year- 2003

PERSONAL DETAILS:

 Date of Birth : May 24, 1984

 Marital Status : Married

 Sex : Male

 Height : 5’8”

 Weight : 180 lbs.

 Nationality : Filipino

 Languages : English, Tagalog & Cebuano

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