**JEROME**

**Jerome.362932@2freemail.com**

**Objective:**

 To seek a position in a professional and dynamic organization that can provide opportunities to enhance skills, professional growth and education. To be part of company’s growth and success.

**Skills:**

* Well versed in all computer packages i.e. Navision, POS (Point of Sale), MS Word, MS Excel, Internet Application/ E-mail.
* Can operate Telefax, Photocopier, Computer and other office equipment.
* Hardworking and can readily adopt and adjust in any job situation.
* Self- motivated and can handle job properly even under pressure.
* Excellent in Communication Skills.

**CAREER EXPERIENCES:**

**AREA MANAGER**

**Subway Restaurant**

**Nasser Group Investment LLC**

Dubai, United Arab Emirates

May 01, 2014 to May 1, 2017

Responsibilities:

* Possesses a complete understanding of Subway products as well as product preparation, serving techniques, recipes and guidelines.
* Ensures that all local and national health and food safety codes are maintained and company safety and security policy are followed.
* Maintains business records as outlined in the SUBWAY operation manual.
* Driving team performance
* Maximizing sales and profitability
* Responsible for ensuring that all customer service initiatives are in place, dealing with issues quickly and courteously.
* Need to be well organized and schedule regular store visits to ensure compliance in all areas of customer service, store operations, and loss prevention.
* Setting of sales and operational goals and expectations, and then ensuring that those goals and expectations are achieved through regular monitoring.
* Train, challenge, motivate, encourage, and provide constructive guidance to store managers and the team related to all areas of effective operations.
* Recruits, rewards and terminates staff as needed.

**STORE MANAGER**

**Subway Restaurant**

**Nasser Group Investment LLC**

Dubai, United Arab Emirates

July 2010 to April 2014

Responsibilities:

* Plans events and special promotion and completes Subway universities courses as required.
* Promotes a strong sense of teamwork by working effectively, respectfully and efficiently with all the members.
* Completes and posts the staff work schedules.
* Analyzes business records to increase sales.
* Demonstrates ownership of the store by ensuring a clean and comfortable environment, and administering health and safety guidelines.
* Responsible for managing the assets of the store, conducting weekly inventory of the store.
* Responsible the overall image of the store
* Takes care of the day to day operations of the store and ensures maximum profitability.

**WAITER**

**Subway Restaurant**

**Nasser Group Investment LLC**

Dubai, United Arab Emirates

May 2008 to June 2010

Responsibilities:

* Greets guests and prepares their orders, uses Point of Sale system/cash register to record the order and computes the amount of the bill, collects payment from guests and makes change.
* Understands and adheres to proper food handling, safety and sanitization standards while preparing food, serving food, and clean up.
* Checks products in sandwich unit area and restocks items to ensure a sufficient supply throughout the shift.
* Maintain a clean and safe work environment while complying with all UniCentre safety policies and procedures.

**EDUCATIONAL BACKGROUND**

**Associate in Hotel and Restaurant Management**

Batangas State University

Malvar, Batangas Philippines

Year Graduated: 2006

PERSONAL BACKGROUND

AGE: 30 years old

BIRTHDATE: April 19, 1987

HEIGHT: 5’9’’

CIVIL STATUS: Married

RELIGION: ROMAN CATHOLIC

NATIONALITY: FILIPINO

VISA STATUS: EMPLOYMENT VISA

I hereby certify that all above information are true and correct.