**Mark**

[**Mark.366142@2freemail.com**](mailto:Mark.366142@2freemail.com)

**OBJECTIVE:** To meet and be a part of Company’s objectives by endowing my knowledge that I can be an asset ofthe Company I am working with and also to achieve the expectation of the management by giving out the most of my skills in responding for whatever my responsibility.

**SPECIAL SKILLS**

* Can speak both English and Tagalog
* Computer literate (MSWord, MS Excel, MS PowerPoint, MS Access)
* Having knowledge in Marketing and Production and other Business operation

**WORK EXPERIENCE**

**Cueshot Sports and Resto Bar (Quezon Avenue, Lucena City, Philippines)**

**Operations Manager**

**December 2016-April 2017**

* Prepares all required necessities before opening of the bar and restaurant.
* Ensures food, drinks and other supplies are available and stored correctly.
* Inspect and clean food preparation areas, such as equipment and work surfaces, or serving areas to ensure safe and sanitary food-handling practices.
* Maintains correct schedules, quantity, and quality of deliveries of stocks
* Performs other related duties as required

**CTS Soft Drinks Dealer (Lot 2 Block 1, Bel-Air Subdivision Lucena City, Philippines) (Authorize Dealer of Coca-Coca Bottlers Philippines, Inc.)**

**Operations Manager November 2011-December 2016**

* Monitors daily operations.
* Preparing stocks for the delivery personnel
* Checking product inventory
* Implement and motivates employees
* Prepare and submits report documentation
* Communicate information to the manager

**GMS Travel and Tours (JSB Bldg. Quezon Avenue, Lucena City, Philippines) Front Desk Officer**

**April 2010-June 2011**

* Answering and directing calls and greeting and assisting visitors
* Assisting with clerical duties and preparing daily bank deposits
* Maintaining office records, including records of all office expenses
* Stocking and distributing office supplies
* Schedule appointments
* Provide information to callers about company services

**Metro Gaisano Lucena (Pacific Mall, Lucena City) In-house**

**2006**

* Managing inventory
* Checking products level
* Examining products expiration dates
* Replenishing products in shelves
* Unboxing and price labeling of products

**Metro Gaisano Lucena (Pacific Mall, Lucena City) Bagger**

**2005**

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| --- | --- | --- |
| **EDUCATIONAL ATTAINMENT** |  |  |
| **School & Address** | **Degree/Awards** | **Year Attended** |
| **Sacred Heart College** | **Bachelor of Science in Business** | s.y. 2006-2010 |
| 1 Merchan Street | **Administration** |  |
| Lucena City | **Major in Marketing** |  |
|  | **(Best in Practicum)** |  |
| **Manuel S. Enverga University** | **Bachelor of Science in Marine** | s.y 2004-2005 |
| **Foundation** | **Transportation** |  |
| University Site, Ibabang Dupay |  |  |
| 4301 Lucena City |  |  |
| **Sacred Heart College** | **High School** | s.y. 2000-2004 |
| 1 Merchan Street | **(Loyalty Award)** |  |
| Lucena City |  |  |
| **Sacred Heart College** | **Elementary** | s.y. 1991-2000 |
| 1 Merchan Street |  |  |
| Lucena City |  |  |
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| **PERSONAL INFORMATION** |  |  |
| Date of Birth: | July, 23 1986 |  |
| Place of Birth: | Lucena City |  |
| Civil Status: | Married |  |
| Citizenship: | Filipino |  |
| Height: | 5’5 ft. |  |
| Weight: | 170 lbs. |  |
| Religion: | Roman Catholic |  |
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I hereby certify that the above information is true and correct to the best of my knowledge and belief.