**Jeffrey**

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***OBJECTIVE***

I am seeking a competitive and challenging environment where I can utilize my skills and serve your organization and establish an enjoyable career for myself.

***ADDITIONAL SKILLS***

* Reading , Writing and Communication related skills
* Computer skills
* Commercial skills
* Deadline success
* Communication skills
* Mathematics skills

***WORK EXPERIENCE***

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| **July 2012 –November 2016**  **Outlet In-Charge / Supervisor**  **Mangroves Lounge Coffee Shop** | **Eastern Mangroves Hotel and Spa by Anantara**  **Eastern Road, Sheikh Zayed Abu Dhabi UAE** |

**Responsibilities:**

* Compile and balance cash receipt at the end of the day shift.
* Resolve costumer complaints regarding food service.
* Inspect supplies equipment and work area to ensure efficient service, sanitation and safety procedure.
* Control inventories of food equipment, small ware and liquor and report shortage to designated personnel.
* Observe and evaluate workers and work procedure in order to ensure quality standards and service.
* Assign duties and responsibilities and work station to employee in accordance with the work.
* Estimate ingredients and supplies required to a recipe.
* Perform personal actions for staff behavior and consulting other managers as necessary.
* Analyze operational problems, such as theft and wastage, and established procedure to alleviate these problems.

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| **October 2010-June 2012**  **Head Barista**  **Star Bucks Coffee** | **Shangri-La Souk /Airport Branch**  **Abu Dhabi UAE** |

**Responsibilities:**

* Make and serve specialty coffee and tea beverage
* Speak and interact with both new and regular guest
* Maintain a clean and sanitized work station
* Follow health and safety guidelines
* Adhere to recipes and presentations for food and beverage items
* Be punctual and able to observe regular and consistent attendance
* Contribute to a positive environment

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| **March 2006 –November 2009**  **Senior Sales Consultant**  **Promark Strategies** | **Holiday Inn Hotel**  **Clark Field Pampanga Philippines** |

**Responsibilities:**

* Ensure the sales force is positive and are geared up for the challenge

Find out prospective costumer/clients and new target segment and penetrate sales in that area

* Teach the sales force about converting leads to sales through good communication, follow -ups and positive attitude
* Take participation in trade shows, exhibitions, networking with local associations to promote the product
* Monitoring the situation of the market, ups and down, finding out the competitors latest innovation of the product
* Complete understanding about the product and finding out how to market product to different segments

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| **June 2003 -Feb 2006**  **April 2001- January 2003**  **Salesman/ Team leader Merchandizer** | **Johnny’s Supermarket Balibago Angeles City Pampanga Philippines**  **Pure Gold Duty free Pampanga Philippines** |

**Responsibilities:**

> Identifies business opportunities by identifying prospects and evaluating their position in

the industry; researching and analyzing sales options.

>Sells products by establishing contact and developing relationships with prospects; recommending solutions.

> Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.

>Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.

>Prepares reports by collecting, analyzing, and summarizing information.

>Maintains quality service by establishing and enforcing organization standards.

>Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.

>Contributes to team effort by accomplishing related results as needed.

***EDUCATION***

**Vocational: IT Basic**

Filipino Institute Abu Dhabi City UAE

2016

**College:**  **Bachelor of Science in Hotel Restaurant Management**

Tarlac State University Philippines

Year 1996-2000

**High School:** San Roque National High School

Bamban Tarlac Philippines

Year 1990-1995