William

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OBJECTIVE

Ambitious to embark on a strategic level position in a dynamic environment where I can utilize my professional and leadership skills to contribute towards the organization’s growth.

WORK EXPERIENCES

PARES EXPRESS BAKE SHOP LLC.

DUBAI UAE.

Dec.2013 up to present

Position .Person in charge.

1. Be available to handle all emergency situations such as accidents, spills on the floor and unruly participants.

2. Comply with applicable food handling guidelines, noise ordinances, etc.

3. Maintain emergency response and facility maintenance phone numbers.

Position;drver

• Checking all products for accuracy against quality standards and deliver products to customers in a safe, courteous, and timely manner while working as part of a team.

• Supporting the restaurant by performing other workstation duties.

• Performing duties including pre-delivery vehicle preparation, learning the delivery area, checking orders for quality and accuracy, following proper delivery procedures; providing quality customer service through positive and professional interaction with customers in person or by phone.

• Working as part of a team and assist each other by being on time for their shift, supporting other workstations during their shift and completing all closing duties.

• Accurately process order paperwork and payment transactions, execute cash management duties, and use the PROFIT System.

SUBWAY - NAD AL HAMAR

Dubai, U.A.E

June 2011-june 2013

Position: Delivery Driver

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Position: Senior Sandwich Artist

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• Demonstrating a complete understanding of menu items and explains it to guests accurately. Exhibits a cheerful and helpful manner when dealing with guests.

• Understanding and adheres to all quality standards, formulas and procedures as outlined in the SUBWAY Operations Manual.

• Performing proper food handling, safety and sanitization standards while preparing food, serving food, and clean up.

• Preparing food neatly, accurately, and in a timely way. Decorate and garnish dishes which are ready for servings

Position: Cashier / Customer Service Representative

• Completing required paperwork accurately and timely per company standards

• Operate all assigned equipment (register, fuel console, etc.) safely and efficiently.

• Rings up all sales on cash register, properly and accurately handling money, checks, and other types of payment received for products sold.

• Controlling the merchandise, cash shortages, and other selling expenses.

• Issuing daily reports and cash counts to financial manager.

• Delighting our Guests by providing a pleasurable dining experience

• Maintaining a record of items ordered by the customer and check the delivery

• Preparing the bill after the dining is finished and make sure it is accurate.

SM ROBINSON SUPERMARKET

Manila, Philippines

March 2007-2008

Position: Customer Sales Representative

• Maintaining an awareness of all promotions and advertisements.

• Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales and other trade factors.

• Focusing sales efforts by studying existing and potential volume of dealers.

• Keeping management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.

• Resolving customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.

• Assist in processing and replenishing merchandise and monitoring floor stock.

PROFILE IN BRIEF

• Computer literate ( MS Word, Excel )

• Excellent in handling customer relation

• Quick to learn and grasp new system and techniques. Highly organized and dedicated.

• Able to handle multiple assignments under high pressure

• Have excellent written, oral and interpersonal communication skills

• Professional Driver

INFORMATION

Age : 30

Place Of Birth : Sorsogon, Philippines

Date Of Birth : December 19, 1984

Sex : Male

Citizenship : Filipino

Status : Married

Visa Status : Unemployed Visa

EDUCATIONAL ATTAINMENT

SECONDARY : 2000-2004

COLLEGE : UNDERGRADUATE OF ELECTRICAL ENGENEERING