**CAREER OBJECTIVE:** I would like to continue my career with an organization that will utilize my management, supervision and administrative skills to benefit the mutual growth and employee success and seeking a position in a company where I can contribute my skills, enhance it as well through gaining more knowledge and find a challenging position to meet my competencies, capabilities, education and experience.

**Skills:**

* Excellent verbal and written communication
* Literate in Microsoft Office Program (MS WORD, MS PPT, MS EXCEL)
* Excellent customer service.
* Multitasking and flexible and able to work even at under pressure.
* Cocktail mixing and a well-trained Barista
* Excellent in time management
* Sequence of service oriented F&B
* Front office procedure
* Ability to work well with the clients and colleagues in a team environment
* Driving Skill (U.A.E License)

**WORK EXPERIENCE:**

**ADMINISTRATION OFFICE ASSISTANT**

**GGICO GOURMET INVESTMENT LLC**

**Company Address**: Dubai – U.A.E

November, 2014 to April 30, 2016.

* Provides administrative and clerical support in the office
* Direct support to Executive Personal Assistant for any tasks as being required by the COO.
* Direct Report to Admin Manager and ensures tasks are being done at certain due date.
* Manage inventory of office supplies and other stores supplies (in support to Supply Chain Manager) and place order as requested.
* Manage hard filling for staff records. (Ensures all is up to date)
* Maintain staff administrative records such as passports, visa, Emirates ID, Health Cards. (hard filing)
* Tally official receipts (sales) to reports received (from store) and highlight unmatched details. Ensures Finance is being notified to sort any issues at the earliest.
* Manage files for all sales, inventory, payment vouchers, LPO and others paper works as required.
* Fax, scan and copy documents and keep office area clean and tidy
* Act as the first point of contact for visitors and guests
* File records and data on a periodic basis
* Fax, scan and copy documents and keep office area clean and tidy

**CAPTAIN WAITER**

**SHAKESPEARE AND CO. INTERNATIONAL**

**Company Address** DUBAI UAE

“SHAKESPEARE & CO. has 32 branches all over UAE and all over middle east like QATAR, OMAN and JORDAN also in the U.S that serves INTERCONTINENTAL CUISINE and also serves shisha”

October 2012 - October 2014 (Finish Contract)

* Excellent customer service.
* Can open and close the restaurant.
* Maintain cleanliness in the area.
* Implement policies and procedure of the company
* Handling guest complain.
* Good relationship with the guest and colleagues.
* Responsible in all administrative work such as preparation of daily and monthly sales and inventory.
* Sending and receiving documents.

**SUPERVISOR**

**Pares King Restaurant**

Philippines

April 2012 – October 2012

* Provides the highest level of customer service
* Answer phone call and answer costumer inquiries.
* Maintain cleanliness in the area
* Good relationship in the guest
* Responsible in daily summary report
* Schedule staff work hours and activities.
* Discuss report result with the owner

**EDUCATIONAL BACKGROUND**

**College: Divine Word College of Legazpi** Nov. 2008 – March 2012

Bachelor of Science in Hospitality Management

**CERTIFICATES:**

 **FOOD SAFETY PROGRAM**

 **SPECIFICO & co. Quality Consultant**

**FRONT OFFICE PROCEDURE**

 **Royal Quest Tour**

**BARTENDING NCII**

**TESDA Written and Actual Exam**

**FOOD AND BEVERAGE SERVICE NCII**

 **TESDA Written and Actual Exam**

**SUMMARY OF CAPABILITIES:**

 Proven ability to work independently and work efficiently with people at all levels of organization. Trustworthy, can do assigned job and has the willingness to work hard with integrity and patience.

**PERSONAL DATA**

Date of Birth: March 14, 1990

Age: 26 years of Age

Gender: Male

Civil Status: Single

Citizenship: Filipino

**First Name of Application CV No:** **1672188**

Whatsapp Mobile: +971504753686

