HERBERT

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CAREER OBJECTIVE

To obtain an entry-level position in a globally competitive organization that offers a challenging and rewarding career; to enhance technical and management expertise and; to provide opportunities for personal and professional growth.

PROFILE

* Efficient in attending the customers and making them sit on table.
* Ability to serve the customers foods and offer them good hospitality.
* Strong oral and written communication skills.
* Ability to tame all kinds of challenging situations with a great success.
* Self motivated and result oriented.

WORKING EXPERIENCE

Company : Goodchow Food Express Position : Service Crew

Date : October 25, 2007- October 25, 2008 Work Description:

* Attend the customers, supply them foods and drinks as per their demand.
* Prepare and decorate the tables for a meal, receive customers' orders and meet it with a great seriousness.
* Clean up before, after and during the servings.
* Apprise the customers with available variety of foods presenting a menu.
* Ensure sterilization of utensils, hygienic maintenance.
* Remove the dishes from the table and clean the tables and chairs.

Company : Boac Young's Marketing Corporation

Position : Data Encoder/Sales/Product Distributor Date : October 27, 2008 - November 20, 2017 Work Description:

* As data encoder I am the one preparing all the reports for the warehouse such as the IN's and out's of products.
* Preparing weekly inventory report.



* lam also responsible for all receiving delivery from the supplier, checking all items and separate damage goods.
* Sending emails, reports, invoices .follow ups, order placement, calling clients and suppliers
* Doing outdoor sales for San Miguel Corp. products.
* Arranging and distributing San Miguel products for authorized dealer in our province.
* I also fix and troubleshoot if our system having problem, updating software and etc.

Company: Dan Kiel General Merchandise Position :Sales man/Dispatcher (Part time) Saturday & Sunday Date January 2015-November 25,2017

Work Description:

* I am responsible for receiving orders of our valued clients.
* I am also in charge for loading, unloading of our product and preparing dispatch order or delivery.

Company : Lafang Restaurant

Position : Waiter cum Assistant Cook

Date : May 1,2018- July 1,2018

Work Description:

Attend the customers, supply them foods and drinks as per their demand.

Clean up before, after and during the servings.

Remove the dishes from the table and clean the tables and chairs.

The preparation of fruit and vegetables as required for the menu of the day To assist the Catering Manager/Chef with all tasks as requested To assist in keeping the larder, fridge and freezer clean and organized To assist in checking in the deliveries of fresh, processed and frozen foods To ensure that the kitchen area, including floors are clean at the end of each day To order the necessary cleaning products/materials to maintain the kitchen to a high standard of cleanliness Delivered Orders

EDUCATIONAL ATTAINMENT

**Computer Technician Tertiary Education:** Educational Systems Technological Institute

Murallon, Boac Marinduque 2005-2007

**Secondary Education:** Educational Systems Technological Institute

Murallon, Boac Marinduque 2001-2005

**Primary Education:** Don Luis Hidalgo Memorial School

Isok, Boac Marinduque 1993-2001

TRAININGS & SEMINARS ATTENDED

Company: Leynes Computer Shop

Position : Technician & Encoder (on-the-job training)

Date : July 31,2007 to October 24,2007

Company: San Miguel Brewery INC.

Agenda : Dealer Information System Date : April 22-24,2008

Company: Boac Young's Marketing Corporation Agenda : Brother Management System Service Date : March 17-19,2010

Company: BOAC **YOUNG’S** MARKETING CORP.

Agenda : BONPC Coca Cola System Date :April 5,2010-March 8,2010

Company: San Miguel Brewery INC Agenda : Selling Skills Workshop Date : April 19,2016

Company: BOAC YOUNG'S MARKETING CORP.

Agenda : EDMS Ginebra San Miguel System Date : June 16-17,2017

PERSONAL DETAILS

Date of Birth

Place of Birth

Age

12 July 1988

Gasan, Marinduque, Philippines

30yrs. Old

Male

Married

Filipino

Gender

Civil Status Nationality