

ABELARD LUCAS RAFAEL

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OBJECTIVE

To be part of and be successful in a team-oriented organization where I believe I can contribute and be relevant, at the same time improve my skills and enhance my capabilities both at a personal and professional level.

EXPERIENCE

September 2016 – July 2020

Rixos Bab Al Bahr (5* Hotel and Resorts)

F&B Server/Bar Server

- Ensures that
 - our guests experience excellent customer service in this area of the hotel
 - orders of the guests are properly conveyed to related production areas
 - the quality of food and beverage that leave the kitchen are within standards
 - table set-ups are in proper order
 - all service matters in the station as well as other needs of guests are attended to
 - that the place of work and surrounding areas are kept clean and organized at all times.
- Recommends food and beverage combinations through a thorough understanding of the menu and offer alternatives for upsell
 - Delivers an effective and courteous service to the guests by providing the highest standard possible
 - Creates an atmosphere of tranquility amongst brigade
 - Provides high standard of quality and friendly service as per Standard Operational Procedures.
- Assists
 - other Bartenders during their duty
 - in carrying out monthly, quarterly, bi-yearly, yearly inventory of operating equipment.

May 2002 – November 2015

Berbacs Chemicals Inc.

Asst. Administrative Head/Cashier

- Performs and provides general administrative and clerical duties
- Prepares and delivers monthly, semi-monthly and weekly payroll
- Reviews documents including correspondence, drafts and reports of the company, taxes and insurance
- Assists in resolving administrative problems and makes recommendations accordingly

January 2002 – April 2002

Fujitsu Philippines Incorporated

HR Assistant

- Manages employee recruitment (calling qualified applicants, conducts initial examinations and interviews)
- Performs data entry and scan documents
- Assists in company errands and in office supply management

ACHIEVEMENTS

February 2018

Employee of the Month

Rixos Bab Al Bahr (5* Hotel and Resorts)

Al Marjan Island, Ras A; Khaimah, United Arab Emirates

COMMUNITY INVOLVEMENT

October 2014 – Present

Alab Sagwan Pilipinas (Dragon Boat Team)

Paddler

- Competes in local tournaments and has won several times

June 2013 – June 2014

Accenture Dragon Boat Club

Paddler

EDUCATION

1998 – 2002 DE LA SALLE UNIVERSITY – COLLEGE OF ST. BENILDE

Taft Avenue, Manila, Philippines

Bachelor of Science in Business Administration Major in Human Resource Management

REFERENCE

Mr. Carlos Gerardo A. Pascual

President – Advanced Information Solutions and Concepts Inc.

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Atty. Antonio V. Payad

General Manager – PACMAC Inc.

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Mr. Michael Joe Caminto

F&B Bar Supervisor – Rixos Bab Al Bahr

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Mr. Roland Aquino Elaco

F&B Captain - Top Golf Dubai

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