

# Jonel Gidoc Baldemor

Position Application: Any Position

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## Career Summary:

- May 13, 2018 - May 13, 2020 - Waiter/Barista/Cashier  
Poke and Co Restaurant, Central Park Towers DIFC
- May 9, 2015 - May 10, 2018 - Waiter/Barista  
Icon 1 Cluster M, JLT, Dubai
- July 07 - Sept 07, 2014 - Barista / Cashier  
SM Paranaque City, Philippines
- Apr 19 - June 15, 2014 - Waiter  
Mall of Asia, Philippines
- July 12, 2013 - January 11, 2014 - Accounting Officer - Admin/ HR Recruitment  
ArAims Integrated Management System (MGS MANPOWER SERVICES)
- June 27 - July 10, 2013 (ON CALL) - Team Leader  
Oncue Media, Pure Gold Zapote, Philippines



## Skills

Computer Literate, Good Customer Service, Making Reports.

## Strength

Can work with less supervision and can do multi - tasking job, Fast and Easy to adopt new environment,  
Highly positive work attitude to given assigned task, Initiative and Attentive to the customer needs,  
Providing an Accurate and Standard Inventory Report.

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## Highest Educational Attainment:

- Bachelor of Science in Maritime Transportation (May 2013)  
Philippine Nautical Training Colleges Manila, Philippines (Undergraduate)

## Seminar and Training's Attended:

- Waiter  
The Pad by Padis Point, MOA Philippines  
April 19 - June 15, 2014
- Admin/HR Recruitment (Paper works, PESO and Daily report, Pay roll, Initial & Final interview, etc.)  
Pasay, Philippines  
July 12 - July 23, 2013
- Basic Safety Training (Personal Survival Techniques, Fire Prevention and Fire Fighting, Elementary First Aid & Personal Safety and Social Responsibilities)  
PNTC Cavite, Philippines  
April 8 - 10 2013
- Merchant Marine Regimental Program (MMRP) / Military Training  
PNTC Cavite, Philippines  
Nov. 8 - Dec 8. 2012
- Community Service (National Service Training Program)  
PMI Quezon City, Philippines  
Feb.10, 2010
- Ship Familiarization  
PMI Manila, Philippines  
Sept. 20, 2010
- Computer Literacy Program  
ACLIC Pasay Taft Avenue  
Nov. 6 - March 6, 2010

## Duties and Responsibilities:

- **Poke and Co Restaurant**
  - Preparing and checking all items that needed in whole day.
  - Explaining the concept and the menu that we have.

- Organizing the stocks, equipment and maintain its cleanliness.
- Making back up for the whole day and for opening shift.
- Maintaining the cleanliness of the poke bar and each section.
- Making their food in front of the customer while building their own bowls.
- Checking the quality and taste of each ingredients before the operation starts.
- Serving the food to the guest if not busy and busing out soiled dishes.
- Following the S.O.S procedure or welcoming the guests.
- Doing daily cash reports opening and closing procedure.
- Checking the items if 85 or 86 then informing to my Supervisor or Manager in charge.
- End of the day punching orders through sapaad online (Deliveroo, Zomato, Uber Eats, Talabat, Carriage, Chat food, Eat clean, etc.) 1 by 1.
- **The Hub 7**
  - Preparing and checking all items that needed in whole day such as bubble tea, coffee, and pastry.
  - Organizing the stocks, equipment and maintain its cleanliness.
  - Updating all needs at the bar section such as labels, temperature monitoring and stocks that needed.
  - Reporting the broken equipment to the store-in-charge immediately.
  - Maintaining the cleanliness of bar and pastry section.
  - Helping other sections such as mopping the kitchen area, helping the chef's needs in their food and dispatching food.
  - Checking the quality and taste of the cheesecakes, coffee aroma and bubble tea.
  - Helping the dining area to serve guest, busing out soiled dishes and deliver food of the guest.
  - Following the S.O.S procedure.
- **Chatime Philippines**
  - Preparing all items for the whole day
  - Welcoming the guest
  - Taking food and beverages order to the guest.
  - Monitoring & Balancing Cash Flow.
  - Suggesting beverages to guest when they are in confusion.
  - Assisting guest to the table and presenting menu.
  - Maintaining the cleanliness of the equipment and store.
- **The Pad by Padis Point**
  - Taking food and beverages order to the guest.
  - Assist in keeping the bar, front-of-house, and toilets clean and tidy, at all times.
  - Make guest aware of offers on our great food and drink range.
  - Speak to guest and ensure that they are satisfied with their meals
  - Maintain personal knowledge by completing in-house training and workbooks
  - Carry out instructions given by the management team and head office
- **ArAims Integrated Management System (MGS MANPOWER SERVICES)**
  - Calculating and checking to make sure payments, amounts and records are correct.
  - Sorting out incoming and outgoing daily post and answering any queries.
  - Managing petty cash transactions and Reconciling finance accounts and direct debits.
  - Manages the entire staffing process: recruits, screens, interviews, tests and selects employees to fill vacant positions throughout organization.
- **Oncue Media**
  - Welcome customers as they enter the supermarket
  - Provide customers with information on daily deals and discounts
  - Assist customers in finding their choice of items or escort them to the right shelves.
  - Stock shelves in accordance with the supermarket's policies and make sure that any out of stock product is informed to the supervisor
  - Answer customers' queries regarding products and deliveries
  - Ensure that the produce section is replenished with fresh items continuously
  - Receive delivery of supermarket merchandise and make sure that all items are stored and stacked properly.

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I certify that the above information is true and correct to the best of my knowledge.

**Jonel Gidoc Baldemor**