

ALLEN EDWARD ALANSALON

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OBJECTIVE

To develop my skills and gain experience by working with others in the organization that can help me to increase my self-esteem.

Personal Particulars

Age: 33 years old
Date of birth: August 22, 1988
Nationality: Filipino
Gender: Male
Height: 5'9"
Weight: 98kg.
Marital Status: Married
Religion: Iglesia ni Cristo

Educational Background

Tertiary Education

Field of Study: Bachelor of Science in Business Administration
Major: Management
Institute/University: Pamantasan ng Lungsod ng Valenzuela
Status: College Graduate – April 2010

Work Experience

Restaurant Manager Burger KING

KSA (Olayan food Services)

February 10, 2017 - PRESENT

- Ability to prepare and interpret business reports and schedules, analyze data and develop solutions to ensure operating goals are achieved
- Assists the Multi Unit Manager by overseeing assigned shifts, monitoring brand standards execution and adherence, and directs hourly staff to achieve guest service standards in a clean and pleasant environment
- Develops and coaches hourly employees on brand standards, corporate policies and procedures, and other guest focused programs/activities to meet or exceed guest service standards
- Works with the Multi unit Manager to attract, onboard, and retain competitive hourly talent to meet staffing requirements
- Brings employee relations issues, deviations from brand standards, and other guest

issues to the attention of the General Manager and recommends and participates in the execution of corrective action

- Develops relationships with civic, business, school and professional organizations to establish good community relations
- Ensures proper security procedures are in place to protect employees, guests and company assets
- Enforces sanitary practices for food handling, general cleanliness and maintenance of kitchen and dining areas
- Works to create and maintain an enjoyable and respectful environment for our guests and employees
- Addresses and resolves customer complaints and requests promptly and in a courteous manner
- Follows management cash handling, inventory and other operational procedures as outlined in Burger King's brand standards
- Completes all other tasks and duties as assigned
- Willingness to assist others without being asked
- Adhere to all state, county or municipal regulations pertaining to health risk concerns about food handling

Assistant Restaurant Manager 1

Product Quality Manager

Chowking Petron Marilao NLEX (Petron Marketing Corporation)

October 20, 2015 – July 22, 2016

- Identify and delegate responsibilities to shift leaders and staff to ensure objectives are met and excellent service is consistently achieved
- Effectively manage the restaurant in the absence of the Restaurant Manager
- Manage operations with passion, integrity, and knowledge while promoting the culture and values of CHOWKING. Implement new company policies and procedures by developing plans and instructing staff
- Provide direction to shift leaders, and staff to achieve restaurant goals
- Consistently review operations and staff to identify any problems, concerns, and opportunities for improvement
- Provide coaching and feedback to managers and staff and assess performance on an ongoing basis
- Create a positive guest experience by delivering a high level of service and ensuring all staff engage guests to understand their needs and exceed expectations
- Manage the restaurant to meet or exceed standards in food quality, safety, and cleanliness
- Consistently monitor product and labor costs to remain within goals
- Solicit guest feedback to understand the needs and wants of customers
- Train and coach staff on guest services principles and practices
- Follow the CHOWKING Standards, policies and procedures, including those for cash handling and safety/security

- Monitor and maintain the POS System
- Assist in new menu implementation (NEW PRODUCT TRAINING)
- Develop and implement creative solutions to areas of improvement
- Assist in conducting staff and daily pre-shift meetings
- Assist in any areas of the restaurant when staffing constraints require
- Identify employee weaknesses and retrain as necessary
- Complete the season to the specifications outlined in your Employment Contract.

Central Safety Officer
GBALES Engineering Services
March 23, 2015 – July 11, 2015

- Promote occupational health and safety within an organization and develop safer and healthier ways of working
- Inspect workplaces and workplace equipment, such as scaffolding, to ensure they meet safety regulations and to identify hazards and risks
- Ensure that workplaces conform with organizational procedures and safety standards
- Work with engineers and other professionals to ensure the safety of worksites and work practices
- Ensure personal protective equipment (such as hearing protection, dust masks, safety glasses, footwear and safety helmets), is being used in workplaces according to regulations
- Ensure dangerous materials are correctly stored
- Identify and test work areas for potential accident and health hazards, such as toxic fumes and explosive gas-air mixtures, and implement appropriate control measures
- Ensure an organization is aware of, and complies with, all legislation relating to its duty of care, workplace activities and the use of its plant, equipment and substances
- Record and report hazards, accidents, injuries and health issues within the workplace
- Assist with the investigation of accidents and unsafe working conditions, study possible causes and recommend remedial action
- Conduct training sessions for management, supervisors and workers on health and safety practices and legislation
- Assist with the rehabilitation of workers after accidents or injuries and make sure they experience a satisfactory return to work
- Coordinate emergency procedures, mine rescues, firefighting and first aid crews
- Communicate frequently with management to report on the status of occupational health and safety programs
- Develop occupational health and safety systems, including policies, procedures and manuals.

Logistics Officer in Charge/Warehouse Custodian

GBALES Engineering Services

July 7, 2014 – March 23, 2015

- Responsible for calling the Heavy Equipment and Trucks Company for Equipment transfer in the project site/plant
- Negotiating of the rental of Heavy equipment and truck company
- Monitor and Locate the Heavy Equipment and Trucks Company for their ETA to prepare the manpower and other tools needed in the site/plant
- Forwarding all quotations to the Operation Manager/President for the approval of P.O(purchase order)
- Responsible for calling all the officer in charge of all the project site/plant to update the status to our Operation Manager/President of the GBALES ENGINEERING SERVICES Mr. Rex Gabales
- Releases Trip Ticket to the Company Car
- Handling records of all the Company Car(Registration, Change Oil, Maintenance and Repair)
- Responsible for warehouse inventory every month to prevent loss and check all the tools and equipments that for repair
- Responsible for all the tools that has been received and released in the warehouse and office
- Issuing Incoming and Outgoing TOOLS GATE PASS in the warehouse and office
- Plant visit quarterly to check the actual tools and equipments of the site/plant
- Encoding Tools Inventory Breakdown every month to monitor the transfer of the tools and equipments from site/site
- Helping our personnel for dispatching off all the materials and tools in the warehouse and in the office

PDS SAP STAFF/ENCODER

FOODSPHERE, INC. – (CDO - FOODSPHERE)

January 12, 2014 – July 5, 2014

- Encoding receipts using SAP System and PROGEN
- Answering queries of customer and agents for the status of the delivery and locate the haulers for their destination
- Making of BAI (Bureau of Animal Industry) PERMIT and NMIS (National Meat Inspection Service) using Local Shipping Permit System
- Obtains Local Shipping Permit needed for LUZON delivery
- Responsible for checklist Summary Report based on trip ticket generated on SAP SYSTEM
- Encoding trip ticket of the haulers using SAP SYSTEM
- Releases the Stock Pullout Slip (SPS) and Stock Pullout Return Slip (SPRS)
- Encoding the Stock Pullout Slip (SPS) using PROGEN SYSTEM
- Familiar in Route Planning (LUZON DELIVERY)
- Helping PDS DRIVER in dispatching and delivery if not busy (CDO FOODSTORE ONLY)

Data Analyst – SPi Global Parañaque City- Topical Builds

September 20, 2010 – August 30, 2013

- Gathers source data through e-mail and analyzes their workability to check for format and structure consistency
- Creates Conversion Instruction (CI) based on templates, editorial guidelines, Data-Type-Definition (DTD) provided by the client to check the validity of the file elements
- Receives and investigates inquiries or complaints through a ticketing system.
- Determines to which process or team the concern should be forwarded (e.g., conversion complaints are given to the Software Engineers).
- Communicates with client to understand expectations, requirements and issues/concerns and update status of assigned tasks
- Prepares and submits the necessary forms for the online release of the approved coding
- Performs a post-release check-out or live test to further assess the accuracy or quality of the converted file
- Responsible for core fabrication of online and offline documents
- Follows product specifications of clients
- Proofreads documents according to set standards and specifications
- Performs content editing tasks

Trainings attended

- Foundations of Shift Management – Burger King KSA
- Basic Management Training – Burger King KSA (April 23 – 24 2017)
- SERVSAFE INTERNATIONAL #2784850 (Feb 20,2017 valid until Feb 20, 2022)
- Restaurant Management Training Program – Chowking October 20 – Dec 2015
- Basic Occupational Safety and Health (Safety House Inc. March 16-20, 2015)

Skills

- Knowledgeable in Microsoft Office Applications
- Knowledgeable in Basic Accounting
- Knowledgeable in Management
- Knowledgeable in SAP
- Knowledgeable in BASIC OCCUPATIONAL SAFETY and HEALTH

I hereby sworn and declared that all information stated above is true and correct.

ALLEN EDWARD ALANSALON

Applicant