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JOB QUALIFICATION

- Restaurant Manager, Supervisor, Team Leader, Cashier (with knowledge in POS system), Assistant Bartender (Mocktails, Cocktails, Shakes) Salad & Sandwich Maker, Kitchen Helper
 - Retail Sales Assistant, Data Entry Clerk
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EXPERIENCE SUMMARY

Restaurant Manager (May 27, 2017 – March 17, 2021)

It's Time For Tims Coffee Inc. o/a Tim Hortons Philippines

264 Quirino Avenue, Tambo

Paranaque City, Philippines

- Oversee day to day restaurant operations. Train, guide and motivate employees to ensure their development and personal growth at the same time their productivity. Ensure that the restaurant is in full compliance with local and other government health and safety protocols. Maintaining food safety and quality standards. Conduct regular audit of store funds, sales, compliance of cash handling procedures and inventory of all food and non-food items inside the restaurant. Review, analyze financial statements and recommend action plans to improve restaurant performance.

Restaurant Supervisor (November 21, 2016 – May 21, 2017)

Jess Fine Foods Inc. o/a JiPan Café and Bakeshop

Robinsons Magnolia, Aurora Blvd, New Manila

Quezon City

- Responsible in managing the restaurant by consistently maintaining the quality of food and service. Reviews customers' feedback in regards to food quality, service and overall satisfaction and takes appropriate and timely action. Conduct regular team briefings and meetings to impart information that need to be disseminate to all staff. Setting sales target to achieve the desired quota. Ensures there is an adequate supply of stocks especially bread and pastries and monitoring their freshness.

Food Counter Attendant (March 17, 2014 – June 3, 2016)

Tim Hortons
11103 Ellerslie Rd. SW
Edmonton, Alberta T6W 1A2

- Taking and serving customers' order at the counter and drive thru window. Assemble and prepare sandwich, wrap and panini. Baking donuts, muffins and bagels. Receive payment for food items purchased. General housekeeping duties assigned to me. Taking inventories for both BOH and FOH to ensure stocks are maintain in an average level.

Restaurant Manager (January 6, 2009 – February 28, 2014)

Reddot Brewhouse Pte Ltd (Singapore)
25A Dempsey Road
Singapore 247691

- Responsible in training and coaching staff. Setting daily, weekly and monthly sales to meet the target. Dealing with guests' enquiries about menu, reservation, private event and feedbacks/complaints. Overseeing restaurant operations, inventory of stocks and replenishing when needed. Doing the staff roster and daily staff allocation. Tabulating staff number of hours work, overtime and including tardiness report. Knowledgeable in POS system including back office. Basic bartending and making cocktails.

Waiter / Cashier (January 2006 – April 2008)

LEADING RESTAURANT CO. LIMITED
Georges Farah Restaurant (Lebanese Restaurant)
Riyadh, Saudi Arabia

- Assisting the Store Manager in meeting high daily sales and motivating co-staff in making our duties and responsibilities in efficient manner. Responsible in cashiering, taking orders, preparing customers' orders such as grilled food, pizza, sandwiches, juices, salads, desserts like fruit tarts and crepes. Making daily sales report, inventory, monitoring stocks inside the restaurant, making suggestive selling to increase daily sales.

Waiter (September 2004 – November 2005)

The Aristocrat Restaurant
San Andres St., Malate, Manila
Philippines

- Handles orders of walk-in customers as well as bulk orders thru phone, assist the cashier in the preparation of the daily cash report, and performs other duties as may be assigned by my supervisor from time to time.

Sales Assistant (November 2003 – March 2004)

KLG Philippines Inc.

Delbros Ave., Paranaque City

Philippines

- Assigned at the Duty-Free Philippines, conducted sales promotions to customers to increase sales, assisted in periodic inventory taking stocks to establish reorder points, prepare daily sales report and performed other duties assigned to me by my supervisor.

Service Crew (June 2002 – December 2002)

M & H FOOD CORPORATION

Sucacat, Paranaque City

Philippines

- Handled customers' orders and payments and cashiering, Making daily inventory and sales report.

Formatter/Data Entry Clerk (November 1999 – December 2000)

INNODATA PHILIPPINES INC.

Faraday St., San Isidro

Makati City, Philippines

- Encode books and encyclopedia using a computer program that will transfer into electronic file. Other clerical works given to me by my supervisor.

Sales Associate (June 1999 – November 1999)

GIFTGATE Philippines Inc.

Greenhills, San Juan, Manila

Philippines

- Served as sales associate/merchandiser, handled the proper arrangement and display of SANRIO products offered for discount and conducted periodic inventory to avoid under/over stocking of supplies.

EDUCATION COMPUTER SCIENCE (1997 – 1999)

CERTIFICATION ServSafe International – Food Safety Certificate
Validity – June 3, 2017 to June 2, 2022

CERTIFICATION TESDA National Certificate II – Food and Beverage Services
Valid until March 24, 2022

