

ERIS GANTANG SERRANO

Exit 34 Taiba Street Wadi Laban
Riyadh, Kingdom of Saudi Arabia
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PERSONAL INFORMATION

Birthdate : May 29, 1995
Birthplace : Lubao, Pampanga, Philippines
Civil Status : Single
Nationality : Filipino

EDUCATIONAL BACKGROUND

College

Course: Computer Secretarial
School: Intercontinental School of Business and Information Technology 2012-2014
Address: Guagua, Pampanga, Philippines

EMPLOYMENT HISTORY

Position: Office Assistant
Company: Municipality of Lubao
Address: Plaza, Lubao, Pampanga, Philippines
Date: June to November 2014

Position: Marketing Assistant
Company: Jollibee
Address: Plaza Burgoz, Guagua, Pampanga, Philippines
Date: July 03, 2014 to September 30, 2015

Position: Restaurant Captain Waiter
Company: Circle Café Boulevard
Address: Exit 2 Prince Turkey, Riyadh, Kingdom of Saudi Arabia
Date: October 26, 2016 until April 30, 2020

Position: General Laborer
Company: Oriental Relax Spa
Address: North Mather District Altaekhassusi Street, Riyadh, Kingdom of Saudi Arabia
Date: July 29, 2020 up to Present

Job Description / Duties and Responsibilities

- Oversaw all aspects of restaurant operations, including customer service, cleanliness and sanitation, food safety issues, and inventory management.
- Experienced in teaching and motivating new employees to understand their roles and duties.
- On a daily basis, I managed the total cash flow.
- Maintained accounting books for staff payroll and restaurant sales reports.
- Examining our profit and loss statement and keeping track of our expenses to increase profits and stick to our budget.
- Maintain excellent hygiene, health, and safety standards
- Able to manage paperwork and administration.
- Multi-tasking talents that aid in the coordination of several restaurant divisions.
- Keeping an eye on supply levels and placing orders ahead of time
- Administer appropriate discipline to employees in accordance with company policies and procedures.

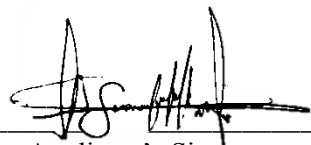
SPECIAL SKILLS / INTERESTS

- As a captain waiter, was able to organize and manage work-related activities.
- In-depth understanding of food and beverage outlet operations, including items, drinks, managerial responsibilities, service techniques, and visitor contact.
- Ability to interact in English, both vocally and in writing, with guests and staff, some of whom may take a great deal of patience, tact, and diplomacy to defuse anger, gather accurate information, and resolve difficulties.
- Ability to operate under duress and deal with tough situations during peak times.
- Can manage computer tasks such as Internet access and understand how to use Microsoft Office (Word, Excel, and PowerPoint)
- Traveling and collecting souvenirs, cooking, socializing, watching movies, hiking, and volunteering are all activities that I enjoy.

CHARACTER REFERENCES

Renato Jr. Sibug
Assistant Manager
Tim Hortons Canada
Mobile No.: 14037966045

Mansour Abdulhraman
Store Supervisor
Spring Café
Mobile No.: 0582159724



Applicant's Signature

