

NIKKOLAI AGUINALDO RAMOS

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#84, Mahogany Street. Brgy. Sevilla, San Fernando City, La Union

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Good day,

Having a previous experience from the Jollibee Foods Corporation company, I am writing to you seeking a position for Fast Food Supervisor/Fast Food Manager. With 2 years and 10 months experience in the food industry, my skills prove that I am a candidate for the role. I am confident that I will make a valuable addition to the company. I believe that my past knowledge and skills will make me an excellent candidate for the position.

While working at Jollibee Foods Corporation for the past 2 years and 10 months, I honed my service skills, as well as keeping track of inventory and training underperforming staff .

I also served as Assistant Restaurant Manager in Classic Savory, a casual dine-in where here is my present job. Performing and honing my skills.

I would appreciate the opportunity to interview with your company. I have attached my resume to further demonstrate my previous experience and valuable skills. I can be reached via email at your email or by phone at Your phone number. I enthusiastically look forward to hearing from you soon.

Thank you for your time and consideration.

Sincerely

Nikkolai A. Ramos

Applicant



Nikkolai Aguinaldo Ramos



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OBJECTIVE

Applying exceptional ability to create and implement a good work culture in an organization which will help in fulfilling the general mission or target of the company. And to utilize my skills and provide a professional service to customers by applying and honing my knowledge and working in a challenging and motivating working environment.

PERSONAL DETAILS

Date of Birth : June 20,1993

Marital Status : Single

Nationality : Filipino

Religion : Catholic

Age : 29 y/o

EXPERIENCE

Nov. 21,2011 - Jan.23,2013

Service crew

SEEDS (Skills Enhancement and Educational Development for Students)

Jollibee Foods Corporation

March 2013 - December 2016

Service Crew (Service Coop)

- Maintained and cleaned the equipment at the back of the house.
- Performed closing duties including deep cleaning kitchen surfaces, storages and equipments.
- Trained newly hired back of the house crew.
- Helped new crew members get up to speed with protocols and restaurant practices.

Jollibee Foods Corporation

Nov. 13,2017 - August 15,2020

Assistant Restaurant Manager 3

- Manage the restaurant to meet or exceed standards in food quality, safety and cleanliness.
- Identify and delegate responsibilities to co-manager and staff to ensure objective is met and excellent service is consistently achieved.
- Consistently review operations and staff to identify any problems,concerns, and opportunities for improvement.
- Consistent monitor product and labor cost to remain within goals.
- Solicit guest feedback to understand the needs and wants of the customers.
- Create a positive guest experience by delivering a high level of service and ensuring all staff engaged guest to under their needs and exceed expectations.
- Follow the Restaurant policies and procedures, including those for cash handling and safety/security.
- Implementing company policies and procedures by developing plans and instructing staff.

Jollibee Foods Corporation

April 15,2021 - Up to present

Assistant Restaurant Manager

- Manages store suppliers contracts and invoices
- Coordinate communication between front of the house and back of the house staff
- Process payroll for all restaurant staff

Classic Savory

- Keep detailed records of weekly and monthly inventory.
 - Monitor compliance with safety and hygiene regulations
 - Handled customer complaints and queries
 - Reports and other performance analysis documentation.
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EDUCATION

- **Luna Central School**
SY 2004-2005
 - **Luna National High School**
SY 2005-2007
 - **La Union National High School**
SY 2007-2009
 - **Don Mariano Marcos Memorial State University Mid-La Union Campus**
SY 2012-2013
Bachelor of Science in Hotel and Restaurant Management
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SKILLS

- Customer Service Relation
 - Flexibility and Fast Learner
 - Empathy and Optimistic
 - Self Discipline, Self reflection
 - Pleasing personality and Time Management
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LANGUAGES

- English, Tagalog, Ilocano
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ACHIEVEMENTS & AWARDS

- Food Service & Cleanliness (FSC) Gold Star Awards @ Jollibee Rosario year 2018
 - Presidential Awards for Performance Excellence @ Jollibee Rosario year 2018
 - Food Service Cleanliness (FSC) Gold Star Awards @ Jollibee SFE year 2019
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REFERENCE

- **Franklin Tarun - "Jollibee Foods Corporation"**
Area Manager
franklin.tarun@jollibee.com.ph
09498853318
- **Bryan Heruela - "Jollibee Foods Corporation"**
Restaurant Manager
bryan.heruela@jollibee.com.ph
09294226604
- **Ruvelita P Albay - "Jollibee Foods Corporation"**
Restaurant Manager
ruvelita.albay@jollibee.com.ph
09271267356
- **Sweden Mojeno - "Jollibee Foods Corporation"**
Area Manager
sweden.mojeno@jollibee.com.ph
09209041568

- **Analyn S Embernate - "Jollibee Foods Corporation"**
Restaurant Manager
09478679796
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TRAININGS & SEMINARS

- The Manor Hotel at Camp John Hay
Camp John Hay, Loakan Road, Baguio City
Department: Housekeeping
October 30, 2012- December 22, 2012
- On-the-Job Training
Le Chef Inc. at Camp John Hay Manor Hotel
Camp John Hay, Loakan Road, Baguio City
Department: Dining
December 27, 2012-January 23, 2013



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