



JOY E. BRAZIL

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About Me

An efficient team leader by being a team player in all of the industries I was able to work in. I have developed a love for customer service working for years in the food and retail industry inside the country's prestigious international airport. Enticed with new learnings and experiences.

Education

Bachelor of Science in Finance
University of Makati, Makati City Philippines

June 2009- March 2013

Experience

Officer- In-Charge **January 2019 to present**
Potato Corner / Uy! Pasalubong / Chicha Centre (Meseeks Enterprises)
Ninoy Aquino International Airport Terminal 3, Pasay City

- In charge of daily store operations
- In charge of training service crew on the SOP in compliance with Potato Corner as well Manila International Airport standards
- In charge of training Sales Associates on the SOP for the food and non-food department SOPs
- Ensures overall store compliance with the Bureau of Quarantine standards for Food Concessionaires of airport terminals.
- Ensures adequate supply of stocks to meet target sales by timely procurement of perishable and non-food items
- In charge of accomplishing daily Sales Report, Monthly Sales Report and Expense Reports.
- Handles in-store Human Resource tasks like attendance monitoring, training and development, benefits administration and discipline.
- Potato Corner tasks:
 - Adherence to standard procedure of order taking, cooking of fries, preparing and dispatching of orders.
 - Cashiering task using compliant POS machine.

- To ensure implementation of FIFO and reduce wastage and spoilage, strict monitoring of perishable supplies such as fries, flavorings and oil as well as food packagings and approved food-grade cleaning supplies.
- Daily end-of-day reports such as Sales Report and updating of stocks usage and inventory management.
- Online sending of reports to system after closing.
- Ensures that Potato Corner workspace is clean before opening and after closing
- Weekly forecasting and procurement of supplies from warehouse.
- Uy! Pasalubong & Chicha Centre tasks
 - Ensures daily updating of inventory and strict adherence to FIFO
 - In charge of ensuring proper merchandising of items
 - Strict monitoring of perishable goods.
 - Able to come up with promos and tie-ups to attract customers at the same time ensuring slow-moving products still are sold.

**HR and Admin Head
Buzz Corporation
Bonifacio Global City, Taguig City**

September 2017 to December 2018

- In charge of overseeing Human Resources and Administrative tasks in the head office
- Oversees recruitment, timekeeping, discipline and employee concerns for 7 branches of the Premium Korean Internet Cafe
- Point person in charge of monitoring lease agreements-related concerns of head office and branches
- Acts as liaison officer for prospective lessors and suppliers
- In charge of doing audits in branches to ensure compliance to operating standards, cleanliness and even security.

**HR Officer
Skippy's Bar & Grill (Marsupial Enterprises)
Bonifacio Global City, Taguig City**

August 2016 to August 2017

- Responsible for Human Resource Management (Recruitment, Discipline, Timekeeping, Employee Relations, Training and Development, formulation of restaurant SOP)
- Acts as Compliance Officer for the maintenance and good housekeeping of the restaurant
- Procurement of certain kitchen and bar supplies (fresh produce and other alcoholic beverages)
- In charge of coordinating with the building Lessor for all Administrative concerns.
- In charge of closing deals, handling events reservation and management

**HR Specialist and Procurement Officer
Philippine Interactive Audiotext Services Inc.
Bonifacio Global City, Taguig City**

January 2014 to August 2016

- In charge of end-to-end procurement including after-sales services (sourcing, canvassing and bidding of office supplies, equipment, furniture and many IT requirements for projects)

- Accomplishes daily administrative tasks
- In charge of supervising office Admin and Maintenance employees
- In charge of handling corporate events
- Point person for Benefits Management handling company HMO / Health Insurance
- Assists in screening of applicants before endorsing to department heads

● **Skills and Hobbies**

- Excellent Customer Service skills
- Proficient in Microsoft Office Programs
- Knowledge in Accounting and Quickbooks
- Multitasking and procurement skills
- Excellent negotiation skills
- Excellent communication skills both oral and written
- Reading and Poetry
- Non-professional driving license

● **Personal Information**

Age: 39

Civil Status: Married

Passport status : Valid issued December 2022

● Character references will be provided upon request.

Joy E. Brazil

Applicant