

Marlon Alarte Fajutag

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Educational Background

Diploma in Midwifery

Registered Midwife

Perpetual Help Paramedical College

Tagas Tabaco City, Albay Philippines

Graduated 2012

Student Midwife

Ziga Memorial District Hospital and Malinao Community Health Center

Work Experiences

Production In charge

Tutti Café and Restaurant, Riyadh Saudi Arabia

2015-Present

Duties and Responsibilities

- In charge in all production processes and stocks on hand monitoring
- Assigning responsibilities to production staff and managing three to four staff
- Compiling production records and be available once ask
- Maintaining quality service and ensuring production plan completed in time
- Ensuring and maintaining safe work environment
- Supervising, monitoring and coaching employees
- In Charge in month-end and year-end inventories
- Received, prepare and dispatch branches order
- Oversee all Food safety and other food related issue

Barista/Waiter

Tutti Café and Restaurant, Riyadh Saudi Arabia

Duties and Responsibilities

- Welcoming the guest, take and prepare the order
- Provided exceptional customer service by taking food and drinks order, ensuring accuracy and timely deliver
- Staying attentive to the needs of the guests
- Monitors stocks movement and consume until dates
- Manage inventory and re stocked supplies as needed, ensuring well-stocked and organized area
- Cashiering task, managed cash and card transactions, and maintain accurate sales record

Service Crew (2007-2015)

Tabaco Jolly Food Corporation (Jollibee)

Job Description, Duties and Responsibilities

- Cashier, Telemarketer, Store Marketing Asst, Production Crew
- Take order and receive payment
- Serve and provide good customer service

Achievement: Crew Trainers Club President

- Assist training manager to prepare all training materials
- Train newly hired crew and monitor their progress

Skills

- Excellent customer service skills
- Strong communication and interpersonal skills
- Ability to work in fast-paced environment
- Multi-Tasking and time management skills
- Knowledge of food and beverage menu items and preparation
- Cash handling and math skills
- Attention to detail and accuracy

Certificates

Certificate of Employment, Tabaco Jolly Foods Corporation

Certificate of Employment, Tutti café and Restaurant

Basic Life Support Training Certificate

Language

Filipino

English

Basic Arabic

Character Reference

Upon request

