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 6th Street Dolores, Crossing

City of San Fernando Pampanga

Career Objective

A highly organized and hard-working individual looking for a responsible position to gain practical experience and to secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Summary of Qualifications

- Ability to work with little supervision and maintain a high level of performance
- Prioritization and time management skills
- Working quickly without compromising quality
- With good determination and workplace motivation
- Ability to communicate clearly and honesty with peers, managers and customers.

Skill Highlights

- Attention to Detail
- Maintain Safety Knowledge
- Organization
- Time management
- Self-discipline.
- Thoroughness
- Trustworthiness
- Careful listening
- Interpersonal communication
- Physical flexibility and strength

Work Experience

Company: Fadhel Alsadah

Address: Safwa Dammam, Saudi Arabia

Position: Personal Driver

Date: April 12, 2017 - Present

Duties and Responsibilities

- Safely and timely drive the employer to work and back, and to occasions
- Safely drive the employer's relatives, visitors, business partners and associates to and from places authorized by the employer
- Ensure that the car is clean at all times by washing both its inside and outside parts
- Carry out routine inspection on the car to ensure that it is always in good condition
- Identify electrical and mechanical problems that may hinder smooth working of the car and carry out minor repairs and maintenance where necessary
- Consider different routes, check climate and traffic reports to decide the best time to travel and the best route to take
- Safely keep receipts for vehicle repairs and maintenance and other records and reports concerning the employer's cars.

Company: The International Butler Academy China
Address: Wangjinyuan 5- Star Hotel, Chengdu China
Position: Butling Service
Date:February 2014 – March 2015

Duties and Responsibilities

- Meet guests when they arrive and getting them settled in their rooms
- Anticipate guests' needs by learning their preferences, allergies, dislikes, etc.
- Have a thorough understanding of all spirits and specialty foods in stock
- Serve meals and pour drinks for guests
- Communicate with housekeeping to ensure rooms are cleaned at the most convenient time for guests
- Run errands for guests when necessary

Company: SM Supermalls – Toy Kingdom
Address : Mexico, Pampanga
Position: Stock Supervisor
Date: April 2008 – September 2008

Duties and Responsibilities

- Ensure all sales related to policies and procedures are maintained
- Ensuring material availability, timely distribution and customer satisfaction
- To assist in the organisation of the running of the shop floor with regards to all staff operations breaks
- Tailoring availability for the non-stock team while balancing reports, meetings, orders, calls, and emails
- On the job training and supervising of the daily activities of non-sell and/or stock associates maintain an

Company: Red Ribbon Staff Member
Address: Mexico,Pampanga
Position: Field Crew
Date: April 2006 – September 2006

Duties and Responsibilities

- Distributing all stocks demand on individual store on Red Ribbon Outlet
- Conduct administrative duties and errands as required
- Escalate any problems or complaints to the relevant supervisor or manager

Company: Jollibee Fast Food Store
Position: Service Crew
Date: February 2004 – March 2005

Duties and Responsibilities

- Welcome customers as they come into the restaurant
- Help customers to settle down and also take their orders
- Process customers' orders and generate their bills
- Provide answers to queries presented by clients regarding services and offers made available by the restaurant
- Clean all tables after clients have left and get such tables prepared for the next set of client

Educational Background

College

STI College – Associate in Hotel Restaurant Management

Secondary

Pampanga High School- City of San Fernando, Pampanga

Primary

San Fernando Elementary School- City of San Fernando Pampanga