

Arean Fernando Bulatao

78 C Detroit St. Cor. New York St. Brgy. Pinagkaisahan, Cubao, Quezon City 1109

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CAREER OBJECTIVE

To be a part of an organization that offers a stable and positive atmosphere and inspires me to continue to enhance my skills in business, supervision and administrative task to achieve mutual growth and success

PERSONAL INFORMATION

Civil Status: Married
Age: 36 years old
Date of Birth: August 9, 1985
Place of Birth: Cubao, Quezon City
Religion: Christian
Nationality: Filipino
Weight: 50 Kilograms
Height: 5 Feet and 3/4 Inch
Laguage Spoken: Tagalog and English

ACADEMIC QUALIFICATIONS

Polytechnic University of the Philippines Manila
Pureza St, Sta. Mesa, Manila, Metro Manila
June 2003- May 2006
Bachelor of Science in Nutrition and Dietetics

Passed Professional Regulation Commission
July 2006
Registered Nutrition and Dietitian
Registration no. 0012557

Ponciano Bernardo High School
Cubao, Quezon City, Metro Manila
June 1999- March 2003
High School Diploma,
Special Achievement Award

Ponciano Elementary School
Cubao, Quezon City, Metro Manila
June 1996- March 1999
Special Achievement Award

SKILL AND COMPETENCE

- Knowledgeable of MS OFFICE, Computer literate
- Enthusiastic and passionate, incorporating my profession values of Integrity and competency among others
- Have the ability to assimilate new knowledge fast
- Cheerful and Approachable, Constructive rather than destructive

TRAININGS AND SEMINARS

Basic Pollution Control Seminar – Quezon City December 2021
Occupational Safety and Health Training – Mandaluyong City 2017
Basic Seminar on Environmental Laws & Management for Pollution – Quezon City 2017
Food Safety Conference – Pasig City 2015
Financial Statement Analysis for Decision Making – Quezon City 2014
Different Restaurant Operations Curriculum – Year 2015-2018

WORK EXPERIENCE

Kenneth Chua Corporation- Restaurant Manager

33rd Taftst Inc, Jollibee Farmers Market- Restaurant Manager
Level 1, Farmers Market Araneta Center Cubao Quezon City, Metro Manila
January 2022- Present

Position: *Restaurant Manager*

- Responsible for Overall Performance of the Store
- Accounting Reconciliation
- Store Profitability
- Store Sales Action Plan and Brand improvement
- Quick Service Restaurant Implementation
- Coaching in terms of People development Plan

HIRANAND GROUP- JOLLIBEE FOODS CORPORATION

Jhero Foods Corporation, Jollibee Greenbelt. - Restaurant Manager
Ground Flr. Greenbelt 1 Paseo De Roxas, Makati, Metro Manila
April 2015 – July 2016

Shiranand Food Center Inc., Jollibee Tycoon Pearl Drive – Restaurant Manager
Grnd Flr, Tycoon Bldg. Pearl Drive Street Pasig City, Metro Manila
July 2016- October 2017

McKinley Food Express Inc.,Jollibee McKinley Exchange – Restaurant Manager
Grnd Flr, Telus Bldg McKinley road, Makati, Metro Manila
October 2017- May 2018

Metro Jolly Food Corporation- Restaurant Manager
Cor. Pinatubo Ave, Metromart Complex EDSA,Mandaluyong, Metro Manila
May 2019- December 2021

Position: *Restaurant Manager*

- Responsible for Overall Performance of the Store
- Accounting Reconciliation
- Store Profitability
- Store Sales Action Plan and Brand improvement
- Quick Service Restaurant Implementation
- Coaching in terms of People development Plan

January 2013 – March 2014

Jhero Foods Corporation, Jollibee Greenbelt
Ground Flr. Greenbelt 1 Paseo De Roxas, Makati, Metro Manila

Position: Assistant Manager 1/Product Quality Manager

- Handles & Monitor Store Food and Paper Deliveries
- Handle Store Quality Product Delivery
- Handles Product Quality Training
- Monitor and evaluate Store Goods
- Food Safety Implementation
- Help Restaurant Manager in implementing the Store process
- Assist accounting in Processing Credit (CM)
- Assist accounting department in Payment Slip Processing
- Monitor Kitchen Equipment Efficiency and Minor repairs
- Month-End Reports Processing for Store
- Kitchen Crew Performance Appraisal

January 2011 - December 2013

Sharmila Food Center, Jollibee Rufino
Grnd Flr. Rufino Building Rufino Street, Makati, Metro Manila

Assistant Manager 2/ Service Quality Manager

- Handled Crew Training
- Handled Payroll for Crew
- Handled All Hiring and Selection
- Handled Customer Relations Program
- Monitor Labor cost
- Coordination with Accounting/HR Department regarding Billing and Payroll Concerns.
- Handle Crew Training and development
- Help Restaurant Manager in implementing Store Process
- Monitor and Enhance Service Quality and Speed

November 2008-December 2010

Jollyseth Food Corp, Jollibee Convergys
Grnd Flr Convergys Building Paseo De Roxas Makati City

Assistant Manager 3/Graveyard Manager

- Implementation of Packaged Programs
- Help Restaurant Manager in implementing Store Process
- Monitor Monthly Utilities Budget
- Implement Cash Control Practices
- Help the team in Crew Competency
- Monitor Graveyard Shift Performance and Sales
- Assist the team in all Administrative task

CHARACTER REFERENCE

Josephine Tan
Group Manager
Hiranand Group of Companies
Jollibee Franchised
0917-7010184

Ava Palomo
Area Manager
Jollibee Foods Corporation
0925-5711022

Julie Delos Reyes
Jollibee Hiranand
Restaurant Manager
0905-9172481

Don Del Monico
Group Manager
Hiranand Group of Companies
Jollibee Franchised
0932-5925153

I hereby certify that all the above information is true and correct to the best of my knowledge and belief.

AREAN F. BULATAO
Applicant