

Marlon Alarte Fajutag

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CAREER OBJECTIVE

Seeking an opportunity to utilize my food and services experience to help the organization reach its goal

Education

Diploma in Midwifery

Graduated 2012

Perpetual Help Paramedical College

Tagas Tabaco City, Albay Philippines

Student Midwife

Ziga Memorial District Hospital and Malinao Community Health Center

Work Experiences

Food Production Manager

2015-Present

Tutti Café and Restaurant, Riyadh Saudi Arabia

Duties and Responsibilities

- Receive, prepare and dispatch order from branches
- Order stocks from main Warehouse and suppliers and encode it to the system
- 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
- Oversee all Food safety and other food related issue
- Food safety Certified

Barista/Waiter/Cashier

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
- Team and individual Player

Certificates

- Certificate of Employment, Tabaco Jolly Foods Corporation
- Certificate of Employment, Tutti café and Restaurant

Language

- Filipino
- English
- Basic Arabic

Character Reference

Upon request

