

# Aeron James Nacu Medilo

157 Kabulusan 2, Talakitok St. Caloocan City, Philippines  
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## PERSONAL INFORMATION

**Age:** 34 years old  
**Birthdate:** May 17, 1989  
**Marital Status:** Married  
**Nationality:** Filipino  
**Sex:** Male  
**Religion:** Roman Catholic  
**Height:** 5'6  
**Weight:** 170kg

## WORK HISTORY

**Shift Supervisor/Assist. Manager | 11/2013 up to 11/2020**  
**Jollibee Foods Corp. Intl. Op. – Doha, Qatar**

- **Sales Target Achievement-** Achieving sales target by recommending promotional activities for packaged programs to support the sales target strategy designed by the RM like Mascot appearance weekly to attract more customer's specially on children and to promote the brand by locals at the same time.
- **Food, Service and Cleanliness Target Achievement-** Creating an FSC culture in the store by leading the team in defining and implementing FSC initiatives and activities by helping identify opportunities to balance FSC and P&L demands.
- **Profit Target Achievement-** Helps the RM creating a cost management orientation among the store team leading them in defining cost management and cost management and operational efficiency improvement activities. Leads in the implementation of activities to improve store cost performance levels.
- **People Management and Development-** Create schedules that keep everyone busy with their deadlines and delegate their tasks to ensure they understand their duties and responsibilities and monitor their productivity efficiency and providing constructive criticism feedback immediately and coach them to correct and what need to improve on their performance.
  - Assigned as Document Controller to monitor timekeeping and staff's record or 201 files.
  - Hire and train new and existing employees by providing their training facilities and tools and monitor their performance and assigned their respective station.
  - Perform other job or expertise related assignments in order to develop one's self and/or share one's expertise resulting to support for operational efficiency.
  - Assigned as Product Quality Manager for the monitoring of daily operation supplies and placing orders as required as well as monitoring of Wastage, Variances and Cost Management to achieve company monthly target and identify to cut Food Cost and Paper Cost.
  - Ensure compliance with Baladiya sanitation and safety regulations is strictly monitor at all time like HACCP and Critical Food Safety 11.

**Barista/Assistant OIC | 10/2012 up to 05/2013**  
**City Cakes Coffee shop - Sangandaan, Caloocan City, Philippines**

- Prepare and serve coffee, tea and pastries that meet quality standards.
- Properly handle and maintain all equipment.
- Respond to orders, questions, concerns and complaints in a polite efficient manner.
- Accurately handle cash and credit card payments, following appropriate cash handling procedures.
- Helping the owner in purchasing orders and running the day-to-day operations of the store.
- Assisting the owner by baking pastries and helping prepare orders inside the kitchen area and delivery.

**Bagger | 04/2012 up to 10/2012**  
**SM Hypermarket - Cubao, Quezon City, Philippines**

- Assist the cashier by bagging grocery items as customers check out.
- Loads purchased items into carts and helps customer carry items outside to their cars.
- Assisting the collection and returning of shopping cart to the store from outside the store.
- Assisting the customer on finding the specific item on the aisle and maintain a highly checkout lane and make sure all baskets are sanitize.

**Cashier/Clerk | 03/2012 up to 08/2012**  
**7-eleven - 10<sup>th</sup> Ave. Mabini St., Caloocan City, Philippines**

- Receive payments for product sold- whether bu cash vouchers, credit cards o automatic debits.
- Ascertain the amount of cash fund in cash drawer at the start of every shift.
- Greet customer as they enter the store premises and also as they step out.
- Stock shelves in the store and include price tags on each item on the shelves.

**Service Crew | 06/2010 up to 12/2010**  
**Jollibee Foods Corp.- Ronquillo, Sta. Cruz, Manila City, Philippines**

- Guide and assist kitchen area for production and orders to avoid beyond holding time of products on the food warmer and avoid over production.
- Making sure all orders directly from the cashier are attended to and served before the given standard time to avoid pending of orders waiting for too long.
- Ensure the kitchen are pest-free, no sanitation defects will be found.

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## EDUCATION

**Datamex Institute of Computer Technology**  
Associate Graduate of Computer Programming / B.S.I.T  
6/2008 up to 04/2010 - Grace Park, Caloocan City, Philippines

**Caloocan High School**  
06/2002 up to 04/2007 - 10th Ave. Grace Park, Caloocan City, Philippines  
High School Diploma

**Caloocan Elementary School**  
06/1996 up to 04/2001 - 10th Ave. Mabini St., Caloocan City, Philippines  
Elementary Diploma

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## CERTIFICATES

### **TESDA Online Course Program, Philippines (2020 – 2021)**

Open Sesame Online Course Management Course Certificates,  
Doha, Qatar (May 2020)

### **DISS (Doha Safety Services)**

Basic Firefighting, Qatar  
(April 28, 2019)

### **Coca-Cola Al Mana**

Team Leader's and Supervisory Skills Workshop Certificate, Doha, Qatar  
(April 30, 2018)

### **Jollibee Foods Corp. And Sunrise Group**

Service Excellence Award Certificate,  
Doha, Qatar (March 17, 2018)

### **Jollibee Foods Corp. And Sunrise Group**

Crew Leadership Development Training Program,  
Certificate of Recognition  
Doha, Qatar (April 12, 2017)

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## CHARACTER REFERENCE

### **Nelson Bobis**

Procurement & Logistics Specialists  
Jollibee Foods Corp. Doha, Qatar  
+974 4019-7999

### **Kathlene De Castro**

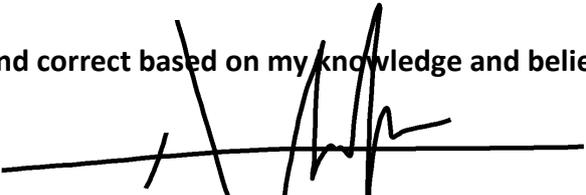
Sales Coordinator and HVAC,  
Laffan Refrigeration & Air-con, Doha, Qatar  
+974 7027-5730

### **Randel Magtoto**

Quality Manager & Training Officer  
Jollibee Foods Corp., Doha, Qatar  
+974 3058-9926

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I hereby certify that the above information is true and correct based on my knowledge and belief.



**Aeron James Nacu Medilo**