

# PEJAY C. OMELIO

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## CONTACT

 0536083587

 pjomelio20@gmail.com

 Blk 19 lot 36 Phase 3 Savannah  
Green Plain Angeles City,  
Pampanga, Philippines

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## KEY STRENGTH

- General Knowledge in house keeping.
- Familiar with the equipment supply.
- Has an Excellent interaction and communication skill.
- Capable of performing MS Word
- Flexibility and Adaptability.
- Customer Service Skills

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## EDUCATION

### VOCATIONAL:

#### Lorraine Technical School

Automotive Servicing

Angeles City

2007-2008

### SECONDARY:

#### Mabalacat National High School

Dau, Mabalacat Pampanga

2001-2004

### PRIMARY:

#### Lakandula Elementary School

Dau, Mabalacat, Pampanga

1993-1999

## PROFILE

To obtain a position that will enable me to use my strong organizational skills, educational background, work and training experience to work well with people.

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## WORK EXPERIENCE

### KITCHEN SUPERVISOR

SKETCH BURGER

KSA Jeddah Saudi Arabia

October 1, 2016 Up to Present

### WAITER

BLU BURGER GRILLE

KSA Jeddah Saudi Arabia

January 6, 2016 September 30, 2016

### *Duties and Responsibilities:*

- Responsible for providing courteous and efficient food and beverage services to the guests.
- To present menu, take order, suggest and recommend appropriately.
- To present bills to diners, collect payment and give to cashier, return change or credit card to diners.

### HOUSEKEEPING / OFFICE STAFF

SAUDI OGER LTD.

KSA Jeddah Saudi Arabia

June 23, 2014 – January 6, 2016

### *Duties and Responsibilities:*

- Filling documents as per the requirement of the office managers or updating files and registers related to attendance and work of the staff.
- Making copies of the documents, as assigned by the office managers and also according to the needs of the office.
- Answering and receiving phone calls.
- Monitoring the order supplies related to the office
- Distributing the incoming mails to the respective staff

### OFFICE STAFF / MESSENGER

F.R. EVANGELISTA INSURANCE AGENCY

#973-H RM., Bldg., Henson ST., Angeles City

Nov. 15, 2012 – June 20, 2014

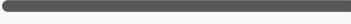
### *Duties and Responsibilities:*

- Filling documents as per the requirement of the office managers or updating files and registers related to attendance and work of the staff.
  - Making copies of the documents, as assigned by the office managers and also according to the needs of the office.
  - Answering and receiving phone calls
  - Sending faxes in matters related to the office jobs and related works.
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## LANGUAGES

English 

Tagalog 

## HOUSEKEEPING DEPARTMENT

ALHADA MILITARY HOSPITAL

KSA Taif Saudi Arabia

Feb. 22, 2011 – Aug. 14, 2012

### ***Duties and Responsibilities:***

- Check inventory of Chemicals to be use and provides info to head if additional is needed
- Daily Maintenance of comfort rooms, tubs, rooms and assigned area.
- Clean floors and walls by sweeping, mopping, scrubbing or vacuuming.
- Change beddings and make beds.
- Gather and Empty trash.
- Clean and polish furniture's and fixtures
- Clean windows, glass partitions and mirrors using soapy water and other cleaner, sponges and squeegees.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.

## OFFICE STAFF / MESSENGER

F.R. EVANGELISTA INSURANCE AGENCY

#973-H RM., Bldg., Henson ST., Angeles City

July 4, 2008 – January 30, 2011

### ***Duties and Responsibilities:***

- Filling documents as per the requirement of the office managers or updating files and registers related to attendance and work of the staff.
- Making copies of the documents, as assigned by the office managers and also according to the needs of the office.
- Answering and receiving phone calls.
- Sending faxes in matters related to the office jobs and related works

## FACTORY WORKER

HOUSE OF GOLD

Clark Field Pampanga

September 20, 2004 – February 2005

### ***Duties and Responsibilities:***

- Involve sincerely in feeding and running the machines.
- Ensure the quality of the product.
- Maintain the production unit by proper cleaning and sterilization.
- Understand the various products that are manufactured in the company.
- Understand the health and safety regulations of the company and work according to it.
- Follow the instructions and execute them.
- Deliver efficient teamwork.
- Work in shifts and do overtime in case of excessive production.
- Work with respect to the rules of the factory and report to the supervisor in case of any issues.

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## CHARACTER REFERENCE

### **Ms. Kristine S. Espino**

Secretary / Office Staff

Insurance Agency

0907-790-9553

### **Mr. Fernando Corpuz**

Security Officer

CIAC

0909-456-6930

### **Mr. Vladimir Borgonia**

Foreman Hk & Site

Saudi Oger LTD.

0504544869

**Pejay C. Omelio**

Applicant

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