

# REYNARD AFABLE MARIO

Ph4c Pkg6 blk10 Lot4 Bagong Silang Caloocan City  
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## WORK EXPERIENCES:

### **Assistant Restaurant General Manager**

September 1, 2022 - Present

Perf. Restaurant Inc. (Burger King Philippines)

Tel. No: 09189067920

#### Duties & Responsibilities:

- Leads the store team to Achieve the highest level of Customer satisfaction.
- Ordering Manager such as Buns, Frozen, chilled, Dry etc.
- Pest Control Manager- ensure 100% pest free of the store
- Repair and Maintenance manager
- Ensure all stored products / supplies are maintained in approved containers and stored approved equipment
- Managing People and their productivity
- Handling Complaints and recover
- Address customers' complaints or concerns,
- Provide customer service

### **Branch Manager and Retail Associate**

January 24, 2022- August 31, 2022

Abenson Venture inc.

Ground Floor Puregold North Commonwealth, Quezon City, Metro Manila

Tel. No: (02) 8822 0202

#### Duties & Responsibilities:

- Manage alternative sales such as Condominium, New home
- Over all store administrative task
- After sales service
- Recover Customer feedback and Complain
- offers online retailing of mobile phones, gadgets, televisions, and home appliances

**Branch Manager**

EO Executive Optical

July 27, 2019 – July 30, 2021

Cedar Executive Bldg., #26 Timog Ave. Corner Scout Tobias, Quezon City, Phils

Tel. No: 0927-039-6941, 0915-496-5438,  
0956-601-7643, 0923-724-229

**Duties & Responsibilities:**

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- Directing optical Services
- Maintaining inventories
- Hiring and training staffs
- Recover Customer feedback and Complain
- Ensuring products and services Quality

**Restaurant Manager**

Red ribbon Bakeshop (Mega Metro north & Cake talk foods Corp.)

November 18, 2013-July 15, 2019

Manila Philippines.

Tel. No: +639989608152

**Duties & Responsibilities:**

- Overseeing the daily operations is smooth
- Motivating Sales team
- Creating business strategies
- Developing promotional materials
- Training New staff
- Handling Complaints and recover
- Address customers' complaints or concerns,
- Provide customer service

**Office Clerk**

BDO Unibank (Temps and Staffers Inc.)

February 4, 2013- July 17, 2013

105 West Avenue Quezon City

Tel. No: 376-68-87

**Duties & Responsibilities:**

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- Perform Clerical duties including typing, filing and completion of Forms
- Operates office machines such as Computer, fax machine scanners etc.
- Answer phones
- Direct calls to appropriate individuals

**Production Controller**

Jollibee foods Corporations.

April 2005-October 2012

**Duties & Responsibilities:**

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- Ensure the Total Quality if products served to Customers
- Daily inventory
- Manage product Availability
- Train new hired Team members

**TRAININGS & SEMINARS:**

Pollution Control officer

May 28, 2015

Jollibee Welcome rotonda

Quezon City, Philippines

Basic Occupational Safety and Health

October 16, 2018

Jollibee plaza

Ortigas Quezon city Philippine's

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**EDUCATION:**

**COLLEGE** : June 2008– April 2012  
Bachelor of Science in Business Administration  
University of Caloocan City  
Caloocan City, Philippines

HIGH SCHOOL : June 2001– March 2005  
BSHS MAIN  
Caloocan City, Philippines

ELEMENTARY : June 1998 – March 2001  
BSES MAIN  
Caloocan City, Philippines