

Ruby Canlas

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Professional Summary

Hardworking and passionate job seeker with strong organizational skills eager to secure entry level job position. Ready to help team achieve company goal. Organized and adaptable candidate and managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Skills

MS Office

Staff Training

Record-keeping

Purchase Orders

Continuous Improvement

Oracle (Hospitality)

Pricing Updates

Multitasking Abilities

Quality Control

Adaptability and Flexibility

Reliable

POS System (Micros / Aloha)

Work History

Mastermeal Restaurants Company

Assistant Purchase Officer | September 2021 – June 2024

- Streamlined procurement processes by implementing an efficient filing system for easy retrieval of purchase orders and invoices.
- Establish solid relationship with suppliers, negotiating favorable pricing and payment to secure cost-effective deals.
- Maintain accurate records of all purchase orders, ensuring timely delivery.
- Participated in vendor selection process by conducting thorough market research and analysis of potential suppliers' capabilities.
- Coordinated with accounts payable team to ensure prompt payment of invoices, maintaining positive relationship with suppliers.
- Implemented a centralized database for tracking all procurement-related documents, increasing visibility into purchasing activities across the organization.

Escapeland | Promenade Mall/Avenues Mall

Sales Representative / Receptionist | Aug 2018 – March 2020

- Enhanced customer satisfaction by promptly addressing inquiries and providing accurate information.
- Maintained well-organized reception area with updated materials, contributing to welcoming environment for visitors.
- Improved appointment scheduling system, reducing wait times and increasing client's satisfaction.
- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.

Kuwait Food Company

Restaurant Supervisor | July 2015 – June 2018

- Improved customer satisfaction by ensuring consistent quality of food and service.
- Managed Stocks Control, Inventory and reducing waste.
- Monitor health and safety standards to maintain a clean, safe working environment.
- Reduced employee turnover by fostering a positive work culture and addressing staff concerns promptly.
- Supervised daily cash handling procedures, ensuring accurate accounting records and minimizing discrepancies.
- Supervised staff to confirm that all food and beverage orders were accurately prepared.
- Coordinate with kitchen employees and front of the house personnel to consistently drive smooth operations.

Sumi Philippines Wiring System Corp.

Quality Assurance Inspector | March 2013 – April 2014

- Reduced defect rates by implementing effective inspection processes and recommending actions.
- Ensure compliance with industry standards by meticulously reviewing product specifications and requirements.
- Communicated with production team members about quality issues.
- Reported repeated issues to supervisors and other departments, collaborating to identify issue roots and rectify problems.
- Removed imperfect products from the shipment line.

Education

Bachelor of Elementary Education (*Elementary School Teaching*)

Bataan Peninsula State University | June 2009 – Apr 2013

Certificates

License Professional Teacher | April 2014 – Present