

MICK CAPISTRANO QUITIONG

CONTACT

Current Address: Riyadh, **Saudi Arabia**
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EDUCATION

Date: March 2000
School: Simeon R. Bendana Sr. Memorial
Elementary School
Address: M.H. Del Pilar St. Tanay, Rizal

Date: April 2005
School: Gen. Ricardo Papa Memorial High
School Address: Taguig, City

Date: April 2009
School: System Technology Institute (STI)
Address: Mla. East Road, Tanay, Rizal

SKILLS / INTEREST

- Experience in Restaurant/ Dining
- Leadership and Organization
- Supervising, Training and motivating employees
- Scheduling abilities
- Recruiting skills
- Good customer service

TRAININGS / ORGANIZATION

- Franchise Legal and Sales Training
January 27, 2023
RK Franchise Cosultancy Office
G/F 104 Minnesota Mansion, Cubao,
Quezon City
- Tanay Bayani Challenge
May 23-27, 2015
Tanay, Rizal
- 2nd General Assembly of Brgy.
Secretaries Capability Enhancement
Training
April 23-25, 2014
La Virginia Hotel & Resort
Mataas na Kahoy, Batangas

PROFESSIONAL SUMMARY

- To seek and maintain full time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem solving skills.
- Great Customer Service and conflict solution skills.
- Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

WORK HISTORY

June 25, 2023- present

**Position: Food & Beverage Counter Server Company:
AL Khalejiah Catering Company Address: Riyadh,
Saudi Arabia**

Job Description:

- Welcoming the guests
- Serve foods and beverages
- Assist and attend their needs, requests etc.
- Clean the lounge, maintain cleanliness at the area (sweep, mop, wash and polish floors)
- Incharge doing the report daily, weekly and monthly report
- Regularly checking the food like sandwiches, juices, nuts, chips and many more.
- Inventory of stocks for monthly report
- Prepare purchase order/request for delivery of stocks.
- Receive delivery stocks
- Cleaning in the area on a daily basis, prepare everything before the operation starts.
- Replenish condiments and other supplies at tables and serving areas
- Package take out good
- Prepare, heat and finish simple food items
- Remove kitchen garbage and trash
- Clear and clean tables, trays and chairs
- Keeps records of the quantities of food used

May 02, 2018-Dec. 31, 2022

Position: Dining Supervisor/ Head Service

Crew Company: Rambulls Restaurant

Address: Tanay, Rizal, Philippines

Job Description:

- Checking the Restaurant area
- Serve foods and beverages
- Checking stocks at storage room
- Do suggestive selling
- Assist the customer's needs or any request.
- Facilitate the weekly and monthly meeting of the staffs
- Supervise the staffs on their duties
- Planning and decision making with the owner for any development, innovation at the restaurant
- Always checking the facilities: Comfort rooms, Dining area, kitchen, washing area, storage room etc.
- Supervise and motivate all staffs enable for them to perform well.
- Checking randomly at the kitchen, tasting the food, to meet the standard at the restaurant.

Dec. 01, 2017- May 01, 2018

Position: Food Counter Attendant/ Waiter

Company: Rambulls Restaurant

Address: Tanay, Rizal, Philippines

Job Description:

- Serve foods and beverages
- Cleaning the facilities: Dining area, CR. Kitchen, washing area, storage etc.
- Welcoming the guests at the restaurant
- Do suggestive selling
- Bussing the dishes and clean tables and chairs.
- Monitor the stocks at the kitchen

- Receive delivery stocks for the kitchen
- Attending needs of customers in any requests like soup, extra orders etc.

May 01, 2016-November 01, 2017

Position: Butler/ Waiter/Houseboy

Employer: Prince Nawaf Bin Saud

Mohammed Al Saud Address: Riyadh, Saudi Arabia

Job Description:

- Serve foods and beverages
- Cleaning the House area, playground, garage, gym area, living room, storage area etc. Prepare foods and drinks at Dining area for guests
- In charge server especially on special meetings
- Attend requests of our guests/visitors of Prince Nawaf

March 26, 2015-November 2015

Position: Office Staff (TESDA/TLDC)

Company: Local Government of Tanay

Address: Tanay, Rizal

Job Description:

- Facilitate Orientation for TESDA Scholars
- Incharge emcee @TESDA/TLDC Programs
- Attend seminars and Trainings for Livelihood programs
- Receive and assist applicants at the office
- Make report at the office

