

Floro Amaca

Barista/Counter sales

Abu Dhabi

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Work Experience

Barista/Counter sales

Dunkin Donut

June 2015 to June 2017

Company industry: Continental Food Est

Job Description: Customer services

Recruitment Staff

Al khaleej Int'l services

2014 to 2015

Company industry: Recruitment Agency

Job Description: Achieves staffing objectives by recruiting and evaluating job candidates;

Inventory clerk

Taza - KSA

2010 to 2013

Company industry: Food and Beverage

Job Description: Act as internal Auditor of the company

Receiving Restaurant reports for eight branches such as Reading Memory System, Product Mix Report, Ending Cash Report, Franchise reports, Commissary food cost, Warehouse food cost, Warehouse paper cost, and product transfer form through E-mail

Sending RMS data and PMR, ECR, Franchise reports to Jeddah (Main Branch) Through E-mail. Collecting deposit slip from all braches and preparing the summary of sales which had been deposited.

Encoding daily sales comparison in excel sheet and preparing Monthly sales comparison of the month.

Prepare monthly sales report.

Physical count of unsold food items from all branches two times a month. Prepare monthly spot check summary.

Do hand over the store to the new in charge manager by auditing the restaurant assets. Whatever related work assigned by supervisor.

Safety Officer

National Irrigation Administration

2009 to 2010

Company Industry: Construction of Irrigation Systems Operation and Maintenance of National Irrigation Systems Institutional Development Rehabilitation and Improvement of Irrigation Systems Other Project Components.

Address: Midsayap, North Cotabato

Job description: Supervise workers at the construction site

- Ensure all fire equipment, fire alarm, fire pump, fire hose reel, detection and suppression are readily available to use during emergency fire situation and has no signs of cracks, slice, loose.
- Ensure all fire exit doors, stairs, hallway and aisles are clear from obstruction.
- Ensure all fire exit are not lock.
- Conduct orientation on health & safety procedures for new employees.
- Conduct orientation on health environment procedures for new employees.
- Conduct defensive driving and safety to company drivers.
- To conduct investigation regarding vehicle accidents and collision inside the company premises.
- Report and record all kinds of accidents, near misses, injuries and occupational illness • Conduct tool-box meetings regularly
- Inspecting all emergency life-saving equipment

Costumer Service

Gaisano Mall

2005 to 2007

Address: General Santos City

Job description:

- Ensure high levels of customer satisfaction through excellent sales service
- Assess customers needs and provide assistance and information on product features
- "Go the extra mile" to drive sales
- Maintain in-stock and presentable condition assigned areas
- Actively seek out customers in store
- Remain knowledgeable on products offered and discuss available options
- Cross sell products
- Team up with co-workers to ensure proper customer service
- Build productive trust relationships with customers

Education

Southern Christian College

2003 to 2008

Additional Information

Computer Skills

MS Word, Excel, Power point, Outlook

Basic Editing in Adobe Photo Shop

AVAILABLE DOCUMENTS

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