



CHRISTOPHER E. CO

CAREER OBJECTIVE

Seeking a position in a challenging atmosphere that enable me to widen my knowledge and ample opportunities of growth through performance. Intending to contribute effectively to the company's success and work towards achieving its objectives. Good team player with ability to work on my initiative, excellent presentation and interpersonal skills. Flexible and positive attitude towards duties.

INFORMATION

 Christopher E. Co

 43 years old

 **ABU DHABI**

 Married

CONTACT

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WORK EXPERIENCE

Waiter

November 2023- Present

Royal Catering and Services LLC
Adnoc Headquarters Abu Dhabi City

- ❖ Set-up foods in the buffet table and cocktail table
- ❖ Check the quality and texture of the foods to be serve
- ❖ Check all the utensils to be used
- ❖ Check all the expiry date of all the foods to be served

Store Supervisor

February 2016- September 2023

K-Servico Trade Inc./Best Bike
Isabela, Philippines

- ❖ Manage staff, preparing work schedules and assigning specific duties.
- ❖ Resolve customer complaints regarding sales and service
- ❖ Responsible in monitoring of stocks and inventory.
- ❖ Forecast monthly sales target, projected profit and loses statement.
- ❖ Determine price schedules and discount rates.
- ❖ Prepares business plan for the fiscal year.
- ❖ Responsible for manpower set-up.
- ❖ Recommends alternative items when products are out of stock.
- ❖ Responsible in making purchase request.

Sales Coordinator

April 2013- January 2015

KServico Trade Inc
Isabela Philippines

- ❖ Responsible in acquiring stocks in other branches.
- ❖ Assist all incoming customers in store
- ❖ Maintaining supplies of sales presentation, materials, including slides and brochures.
- ❖ Scouting customer prospects for possible buyer.
- ❖ Answering client questions regarding their accounts or sales product.

Project Facilitator

June 2011 – January 2012

Advance Micro Financing and Community Development
Corporation
Isabela Philippines

EDUCATION

Bachelor of Science in Business Administration- Major in Management

Isabela State University
Echague Isabela, Philippines
2003-2004

LANGUAGES

English

Read, Written & Spoken

Tagalog

Read, Written & Spoken

TRAININGS ATTENDED

- **Basic Supervisory Training**
- **Store Management Training**
- **Shop Front Selling Skills Training**
- **Basic Occupational Safety and Health Training for Safety Officer**
- **Occupational First Aid and Basic Life Support Training**
- **Essentials of Marketing and Training**
- **Essential Food Safety Training Program**

SKILLS

- **ERP and SAP System**
- **Microsoft Office Proficient**
- **Sales and Inventory Reporting**
- **Forecasting**
- **Excellent customer service**
- **Strategic Planning**
- **Creating processes and campaign**
- **Maximizing sales**
- **Negotiation**

COMPETENCIES

- **Excellent communication skills**
- **Extensive teamwork and professional collaboration experience**
- **Ability to multi-task effectively**
- **Capability to learn quickly and apply new technologies**
- **Ability to analyze and interpret data**

- ❖ Scouting for possible prospect clients.
- ❖ Responsible for the collection payments of clients.
- ❖ Monitor and review financial documents
- ❖ Assist supervisor in client prospecting

Service Crew

McDonalds
Kuwait, Kuwait

January 2009- May 2011

- ❖ Cooks and prepares customer order
- ❖ Cleaned up the store equipment.
- ❖ Responsible for greeting customers with smile and positive attitudes and taking order and making sure everything is correct.
- ❖ Responsible in taking orders in drive-thru.
- ❖ Responsible for making sure all foods was dated to the correct expiration date and stores at correct temperature.
- ❖ Maintains table setting by removing courses as completed; replenishing utensils; being alert to patron spills and other special needs.

Production Clerk

Jinho Embroidery Corporation
Cavite, Philippines.

March 2006 – July 2008

- ❖ Compiles and records production data and writes production reports bases on data compiled, tabulated and computed.
- ❖ Maintains files and documents used and prepared.
- ❖ Check and maintain sufficient inventory
- ❖ Compiles necessary data needed for production
- ❖ Place order for new inventory as needed.
- ❖ Monitoring of incoming and outgoing products.

