



# ROWIN JEFFREY S. BELISTA

## CREW

### OBJECTIVES

To use my knowledge and abilities as an individual, that will lead to a greater career and that can give significance to my job.

### CONTACT



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### PERSONAL INFORMATION

- Visa Status: Visit Visa
- Age: 32 years old
- Gender: Male
- Citizenship: Filipino
- Height: 5' 9 1/2
- Civil Status: Married
- Passport Number: P7459016C

### EXPERTISE/ HOBBIES

- Management Skills
- Web Surfing
- Digital Marketing
- Organizing Things
- Critical Thinking
- Leadership
- Learning new things in line with work

### EDUCATION

#### Bachelor of Science in Information and Technology (BSIT) Pamantasan ng Montalban/Colegio De Montalban

Kasiglahan Village San Jose Rodriguez Rizal, Philippines  
Graduated batch 2014

### WORK EXPERIENCE

#### SLICES CATERING SERVICE LLC CREW

November 11, 2024 - Up to Present

- Warmly welcoming guests, taking their orders accurately, and ensuring clear communication about menu items and any special requests
- Processing cash and card transactions accurately and efficiently using the point-of-sale (POS) system.
- Preparing tables, arranging cutlery, glassware, and other necessary items for service.
- Helping with basic food preparation tasks like chopping vegetables, assembling dishes, or portioning food items.
- Keeping workstation clean and organized.
- Understanding and following instructions from supervisors and managers regarding event setup, service procedures, and safety protocols.
- Teamwork with your coworkers to ensure smooth and efficient service.

#### BATUBIRU CORPORATION, (CHECKER/CASHIER)

May 4, 2022 to May 18, 2024

- Checking the measurements of Customers/Clients Trucking or Trucks like length, width and height.
- Listing the Trucking Name, Plate numbers and measurements as their records when they are loading any kind of aggregates for scaling.
- Receipting customers/clients depends on their load of aggregates provided with the price and discounts if applicable.
- Updating Customers/Clients about the stocks of aggregates when they arrive in the plant/quarry for them to know if their trucks will be loaded or not.
- Assisting new customers/clients about the plant products, what its price/discounts and aggregates that we offer to them in a timely manner.

#### RAPIDE CONGRESSIONAL EXTENSION AUTOMOTIVE REPAIR SHOP, (COMPANYDRIVER)

February 2020 to February 2022

- Ensuring the safety of my passengers when driving our service going to any destinations.
- Checking the service condition when starting to work or to travel.
- Knowledge in road signs and traffic law for safety.
- Good handling with care of products that will be used in our automotive repair shop.
- Cleaning the lifter area when the customer's car is out.

#### WIZARD MAN POWER ALLIED SERVICES INC. (PROMODIZER) POZZISANITARY

June 13 to September 13, 2017

- Cleaning the Showroom Area and Selling Area of POZZI
- Assisting Customer for their need in Sanitary wares
- Monitoring Stocks in the warehouse
- Recording the daily sales
- Explaining the use and functions of the product for the customers
- Receiving Deliveries and Replenish to the warehouse
- Assembling of toilet, lavatory and other items in the showroom

#### IMPERIAL JADE INC. (DATA ENCODER)

January 11 to August 13, 2016

- Recording data using Microsoft Excel
- Printing Purchase Order Receipt for Delivery
- Checking Product Stocks and Inventory using in our restaurant.
- Checking Quotation in email for inquiries
- Answering Phone Calls
- Cleaning the work area before and after working.

#### C.CELLZONE (SALES EXECUTIVE)

June 24 to December 24, 2015

- Selling Mobile Phones like my phones, Samsung, cherry mobile and other accessories.
- Providing good customer service.
- Explaining the product replacement and warranty conditions.
- Cleaning the Store
- Checking the product stocks and the product that need for replacements.