

Rudela, Jivir Salvador

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Dubai

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Objective: *To be affiliated in an establishment wherein I can impart my work experience and knowledge as an effective person.*

SKILLS:

- Driving
- Computer Literate
- Ability to speak and write English, Visayan and Tagalog
- Possess ability to be well organized, pay attention to detail, multitask and communicate effectively
- In-depth ability to read and comprehend written instructions
- Ability to work independently and can work under minimal supervision

WORK EXPERIENCE:

June 2020 – Present

Warehouse Assistant
Aice Ice Cream – Tagum Branch
Dizant Compount, Magdum
Tagum City, Philippines

Duties & Responsibilities:

- Provide assistance in Warehouse works
- Receiving and processing of incoming stock and materials
- Picking and filling orders from stock
- Packing and shipping orders
- Managing, organising and retrieving stock in the warehouse

May 2016 – Mar 2019

Desk Coordinator
Chelsea Plaza Hotel
Satwa P.O. Box 24621, Dubai, UAE

Duties & Responsibilities:

- Organize housekeeping reports
- Proper record of all lost and found items & safe keep them.
- Preparing of morning & evening turndown assignment.
- Calls in extra personnel when necessary.
- If required, coordinator to relief floor supervisor, PA supervisor or laundry team leader.
- Take charge in monitoring department sign in & sin out sheet.
- Checks whether all keys are in respective place.
- Ensure all devices being returned at the end of the shift & ensure to check on the devices' condition.
- Answering all phone calls & act accordingly. Monitor on hotsos request console, to remind team member if required and make sure all requests being acknowledge and delivered accordingly.

May 2014 – April 2016

Housekeeping / Cleaner
R & Z Commercial Broker LLC
Room 3502 mbk Tower Business Bay Dubai

Duties & Responsibilities:

(Area of responsibility – 10 Flats Hallway, Balcony, Kitchen and Bathroom Sharing)

- Cleaning windows and other surfaces using equipment such as squeegees, mops, and buckets of soapy water
- Collecting lost items from public areas and storing them in a safe location until they can be picked up by their owners
- Operating equipment such as vacuums, leaf blowers and grass cutters
- Cleaning up spilled food or drink, or removing trash from public areas
- Keeping building facilities clean by performing tasks such as vacuuming carpets and emptying trash cans
- Replenishing and removing used guest amenities and trash.
- Inspecting rooms for safety hazards and for the operating condition of equipment and reporting same to maintenance
- Reporting lost and found articles, maintenance problems, or special room problems (e.g. pets in the room) to a supervisor.
- Respond to any changes in the Housekeeping function as dictated by the company

Dec 2013 – Feb 2014:

Waiter / Kitchen Assistant
Penong Restaurant
Lapulapu Street. Tagum City. Philippines

Duties & Responsibilities:

- Attend customers' needs by escorting them to their tables
- Take orders and serve food and beverages to customers
- Present menus to customers and answer questions about menu items, making recommendations upon request
- Clean / remove the dishes and glasses from the tables after customers have finished dining
- Wash the dishes, glasses and other utensils in the kitchen
- Perform cleaning duties, such as sweeping and mopping floors, vacuuming carpet, tidying up server station, taking out trash, or checking and cleaning bathroom
- Perform side duties as required

May 2012 – Nov 2013:

Room Attendant / Housekeeping Assistant
Molave Hotel
Osmena Street. Tagum City. Philippines

Duties & Responsibilities:

- Ensure guest rooms and public areas of hotel are cleaned and linens are restocked.
- Cleaning of the guest rooms to standard as assigned
- Courteously and promptly attend / respond to guest rooms requests
- Providing excellent customer services
- Maintains a clean, safe, hazard – free work environment at all times
- Answering guest requests when necessary

May 2010 – Apr 2012:

Store Keeper
JS Gaisano
Quirante II Street, Tagum City Philippines

Duties & Responsibilities:

- Receives, stores and issues supplies and equipment.
- Compiles records of supply transactions.
- Verifies that supplies received are listed on requisitions and invoices.
- Stores supplies and equipment in storerooms.
- Inventories supplies and equipment at end of each shipment.
- Communicates with others in order to receive or transmit information.

Jun 2009 – Apr 2010:

Franchise Dealer – Direct Selling

Avon Cosmetics / Natasha / Marikina Shoe Exchange Products

Quezon Street, Tagum City Philippines

Duties & Responsibilities:

- Take orders from customers and inform of the daily specials
- Serve the food or beverages that customers ordered
- Escort customers to their tables
- Prepare / clean the tables after use
- remove dishes and glasses from tables or counters, take them to kitchen for cleaning
- File, record & update from time to time the latest product catalogues
- Follow up and collect the due payments of customers

Feb 2005 – Aug 2006:

Commercial Store Bagger

New City Commercial Center Supermarket (NCCC)

Km. 55, National Highway, Tagum City, Philippines

Duties & Responsibilities:

- Package each customer's purchases so that they can be transported safely and easily between the store and the customer's home
- Responsible for tending to the store's exterior, retrieving carts, and removing debris from the parking lot and sidewalks
- Assist with restocking, straightening, fronting, facing, and dusting merchandise shelves and displays

EDUCATION:

Driving NC-2

Certificate

December 2012

Technical Education and Skill Development Authority (TESDA)

RMTC – Davao Buhisan, Tibungco, Davao City Philippines

Tertiary

Diploma

April 2012

Two Year Hotel and Restaurant Management

The University of Mindanao

Bolton Street, Davao City Philippines

Secondary

High School Diploma

Jun 1998 – Mar 2002

Veruela National High School

Veruela Agusan del Sur, Philippines

Primary

Elementary Diploma

Jun 1992 - Mar 1998

Veruela Central Elementary School

Veruela Agusan del Sur, Philippines

PERSONAL DATA:

Birth Date : November 04, 1985

Sex : Male

Civil Status : Married

Nationality : Filipino

Religion : Christian