

Russel Kenn A. Ricafrente

Al Bin Salem Bldg., Flat 318, Al Rigga Dubai, UAE

Mobile: +971543645520

Email: simple_ken03@rocketmail.com



WORK EXPERIENCE:

FRENCH BAKERY LLC

Financial Centre Rd Al Safa, Dubai UAE

Cost Control Asst. / Admin Assistant

August 2021 – Up to date

- Verify spoilage reports and report the same to cost controller for proper accounting.
- Conduct spot checks on receiving items, verifying invoice quantities and weights against actual quantities and quality received.
- Able to effectively control the Food & Beverage Cost.
- Check and ensure all menu items have a recipe.
- Prepare the costing for recipes and menus prepared by the Executive Chef and suggest the selling price.
- POS Menu items creation.
- Monitoring wastages and its reporting.

ALMAYA INTERNATIONAL FZC (Supermarket Division)

Dubai Marina, UAE

IT-EDP Administrator / Data Entry / Admin Assistant

January 2017 – January 2021

- Inventory managements, entering all the databases in and out of the system, and maintaining all the records.
- Producing monthly Procurement reports outlining issues within department and recommending potential solutions to all Superior regarding the Sale.
- Maintenance of Daily Sale Reports and Certificates and Update ATS machine.
- Keeping a database of the products which is Out-of-stock, Non-moving, DE-listed, Negative margin and ensures all the products has approval from head office and from municipality.
- Assist in the maintenance of efficient administration preparing and submitting reports on time as directed.
- Maintains data entry requirements by following data program techniques and procedures.
- Assist with routine office duties such as typing, filing, and record maintenance as workload permits. Serve as back-up for other clerical positions in unit.
- Provide accurate, efficient and committed office work support to the senior management.
- Answer all incoming calls and manage all new leads and other calls and emails received from respective departments.
- Directly reporting to Manager and responsible for ensuring that all documentation is properly collated and filed.
- Receiving the products from PDT server and make sure of products are updated with the server.
- Troubleshooting of POS (Point Of Sales) machine, LAN etc.
- Designing the posters for the Promotional items.

- Follow-up of Debtors payments and Credit control and handling customer's queries and complaints.
- Reviewing, investigating and solving complaints through timely coordination with relevant branches.

TOTAL INFORMATION MANAGEMENT CORP. (TIM)

GSIS - Main Office
Pasay City, Philippines
Encoder/Indexer/Quality Assurance
August 2015 – August 2016

- Insert data by inputting text based and numerical information from source documents within time limits
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- Generate reports, store completed work in designated locations and perform backup operations
- Keep information confidential
- Document internal audits and other quality assurance activities
- Review the implementation and efficiency of quality and inspection systems

LTC MULTI-SERVICES AND TRAINING CENTER INC.

1730 Dian St., Palanan
Makati City, Philippines
Office Staff/Accounting Staff/Encoder, February 2015 – August 2015

- Accept timecards for processing by the Payroll deadline.
- Review each timecard to ensure compliance with reporting policy and for accuracy of the calculations.
- Prepare and print payroll reports of earnings, hours worked, taxes, insurance, leave
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
- Computes total time worked by employees, using calculator or computer, posts time worked to master timesheet, and routes timesheet to payroll systems.
- Troubleshoot problems involving office equipment, such as computer hardware and software.
- Print Checks and pass to Coordinators for Salaries of Merchandisers

BENCH (SUYEN CORP.) HARRISON PLAZA

Manila, Philippines
Sales Associate, May 2014 – January 2015

- Welcome customers with a smile as they enter into premises.
- Proactively ask customer how they can be assisted and Assist customers by taking down products that may not be easy to reach.
- Explained the use and advantage of merchandise to customers
- Be on the lookout for fraudulent credit cards, shoplifters, etc.

MANCE ACCOUNTING SERVICES

Pasay City, Philippines

Encoder/Document Filing, February 2012 – April 2014

- Answer telephones, direct calls and take messages.
- Compile, copy, sort, and file records of office activities, business transactions, and other activities.
- Operate office machines, such as photocopiers and scanners, and personal computers.
- Troubleshoot problems involving office equipment, such as computer hardware and software.
- Assist in Paper Works
- Organize files printed and passed on to clients

ACADEMIC BACKGROUND

Oct 2012 to Oct 2014

Datamex Institute of Computer Technology
(Information Technology)
3/F Gateway Building Cartimar Shopping Center
Taft Avenue, Pasay City, 1300 Metro Manila Philippines

June 2007 to July 2009

Philippine Christian University-Manila
(BS-Information Technology)
1648 Taft Ave. Cor. Pedro Gil St. Manila Philippines

June 2003 to March 2007

Southeastern College
College Road, Taft Avenue, Pasay City

June 1999 to March 2003

General Pio Del Pilar
5560 P. Binay St., Makati City, Manila Philippines

June 1997 to March 1999

Betty's Vermillion Academy
2447 Aurora St., Pasay, Metro Manila Philippines

SPECIAL SKILLS

- Computer Literate
- Proficient in Microsoft Word and Internet Applications
- Quick Learner
- Musically inclined

QUALIFICATIONS:

- Dedicated and a hard working individual
- Exceptionally versatile and adoptability
- Exposed and interacted with a wide variety of personality

SEMINARS ATTENDED:

Computer Hardware Servicing II
Cartimar, Pasay City Philippines
April-May 2013

PERSONAL INFORMATION:

Nickname	:	Kenn
Gender	:	Male
Age	:	33
Date of Birth	:	April 22, 1991
Civil Status	:	Single
Citizenship	:	Filipino
Religion	:	Catholic
Visa Status	:	Employment Visa

I hereby certify that the above information's are true and correct to the best of my knowledge and belief.

Ricafrente, Russel Kenn A.