

# Kim Bryan Puerto

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## Professional Profile

Enthusiastic professional, responsible person and computer literate. Proven leadership abilities in working as a team and handling multiple tasks. Able to work efficiently and carefully, hard worker and organized, responsible and honest friendly and cheerful, disposition, hospitality and excellent service spirit. Having an ability to provide a welcomed personalized service to customers.

## Objective

Now looking for a new and challenging works such as works, Kitchen Staff, Merchandiser, Sales Clerk, or Material controller position which will fully utilise his qualifications, skills and experiences, while seeking further career development and adding value to any team.

## Career Summary

**April 2023, - December 2023**

### **Material Controller**

*JRT Telecom INC. (Philippines)*

- Maintained neat and clean store areas in line with health and safety policies.
- Manage Stocks rotation to balance inventory of perishable products and minimise wastage.
- Monitoring Stock levels.
- Monthly Counting Stock for manual liquidation.
- Controlled best before dates to properly utilise stocks.

**JUN 2019 - DEC. 2020**

**Kitchen Staff/Helper**

*Sinangan Express (Philippines)*

- Preparing food before serving
- Maintaining cleanliness of the kitchen.
- Making sure that standard procedure must be applied in the kitchen.
- Making sure that the kitchen must be clean before the next shift.

**JUN 2017 - MAY 2018**

**Kitchen Staff/Waiter**

*Hansel Restaurant*

- Greet customers entering establishments.
- Look for ways to consolidate service and increase table turns

- *Present menu, answer questions and make suggestions regarding food and beverage*
- *Serve the Guest in an accommodating manner*
- *Apply positive suggestive sales approach to guide Guests*
- *Pre-bus tables; maintain table cleanliness, bus tables*
- *Provide the perfect service experience for every Guest*
- *Ensure the Guest feels important and welcome in the restaurant.*
- *Serving food and drinks.*

## **March 2015 - March 2016**

### **Sales Clerk**

*Sm City Iloilo (Philippines)*

- Assisted customers in locating specific items to boost satisfaction.
- Guaranteed high level of customer satisfaction through products knowledge and attentive service.
- Assisted customer with product selection and sales, recommendation items to increase transaction value.

### **Education and Qualifications**

<b>Level</b>	<b>Subject</b>	<b>Date</b>
<b>Vocational:</b>	WEST VISAYAS UNIVERSITY (POTOTAN CAMPUS)	2010 - 2012

### **Personal Details**

**Age:** 31years old  
**Birthday:** July 1, 1992  
**Languages:** English, Tagalog  
**IT Proficiency:** Windows Microsoft, Word, Excel, Power point and keyboard skills  
**Interests include:** Playing Basketball, Online Games, outdoors and Cooking

**Visa Status:** Visitor Visa

**References are available on request**