



# ROSEVEL OBRENCE BAYHON

Villa 7 Casa royal 2 Jumeirah Village Circle

rbayhon11@gmail.com  
+971562751021  
DOB may 15, 1993

## Objective

A highly organised and hard working individual looking for a responsible position to gain practical experience. and to secure a responsible career opportunity to fully utilise my training and skills, while making a significant contribution to the success of the company.

## Experience

### Feder Nova Technology LLC.

November 2021 - February 2022

#### Administration Executive

- \* Welcoming all visitors and interacting with them.
- \* Managing scheduling and appointments
- \* Arranging meetings and other events.
- \* Managing mail/fax communications.
- \* Managing traditional paper and / or electronic filling systems.
- \* Performing basic bookkeeping/clerical duties.
- \* Responding to telephone calls, emails, and other forms of communications.
- \* Organizing meetings and appointments for executives.
- \* Maintaining corporate calendars
- \* Taking meeting minutes and transcribing notes to share with relevant stakeholders.
- \* Developing reports and presentations
- \* Managing documentation and filling systems for records
- \* Coordinating executives travel plans and preparing expense reports
- \* Monitoring inventory of office supplies
- \* Responsible for the whole team attendance
- \* Responsible for purchasing, re-embursement and making the report of company expenses
- \* Responsible for hotel booking for new comers employees and etc.

### Kuwait Food Company (Americana) United Arab and Emirates Shift Supervisor February 2019 - October 2021

- \* Responsible for coaching crew members throughout their shift to execute operational brand standards and deliver a guest and friendly guest experience.
- \* A leader set a goals, provide job assignments and motivate others, celebrating success and providing feedback to management.
- \* Effectively communicate goals promotions, business updates, etc.
- \* Provide a top-notch guest experience that includes friendly inter-actions, a clean restaurants and hot/fresh meals.
- \* Coaching, mentoring and training the team at their work stations during your shift.
- \* Implementing the shift plan and ensuring a smooth production.
- \* Cash reporting, inventory count and scheduling during shift.
- \* Ensuring health safety and security are met and followed
- \* Use planning and projection tools and ensure restaurant is ready for busy periods.
- \* Identify issues and propose solutions that have an impact on the restaurant's bottom line.

### Kuwait Food Company (Americana) United Arab and Emirates Team Member ( Cashier ) August 2018 - February 2019

- \* Responsible for taking orders request from the customer.
- \* Responsible for replacing the orders if requested by customer.
- \* Responsible for gathering a customer order in a tray, this includes the main meal, side dishes, drinks, condiments, and utensils.
- \* Collects payments by accepting cash, checks, or charge payments and marks change for customers.
- \* Verifies credit acceptance
- \* Balance cash drawer by counting cash at the beginning and end of work shifts by following checkout procedure.
- \* Responsible for ensuring the provision of fresh quality products, friendly and efficient service and mandating clean and well-presented facilities for our valued customers.

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**Consolidated Global Imports Inc. (Robinson Company Philippines) - April 2018****Store Supervisor**

- \* Retail Industry, operated 24/7
- \* Responsible for the store operation in a daily basis
- \* Store Sale : Ensure the achievements of the sales target
- \* Profitability: Minimize merchandise losses and disposals.
- \* Checking daily ordering process to ensure the availability of the products.
- \* Equipment's repairs and maintenance : Monitoring all equipment's to ensure those are in good condition.
- \* People Management
- \* Inventory Management and production schedule
- \* Good customer services : Smile and greetings
- \* Cashering : Received payment from the customer, issues receipts, change and the refunds, etc.

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**Citi Store Inc. Philippines****November 2014 - February 2015****Crew Leader**

- \* Responsible for store operation in a daily basis.
- \* Securing and handling store resources.
- \* Store/ department sales and profitability
- \* People management
- \* Inventory management

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**Education****Lonoy Elementary School**

Elementary

1999-2005 — Graduate

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**Ismael Mathai Sr. High School**

Secondary

2005-2009 — Graduate

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**The University of Manila, Philippines**

Bachelor of Science and Hotel and Restaurant Management

2009-2013 — College Graduate

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**Skills**

- \* Effective in English communication skills.
- \* Flexible, adaptable, reliable, and approachable.
- \* Self-motivated and ability to take the initiatives.
- \* Ability to work multi-tasking under pressure and less supervision.
- \* Quick learner, resourceful, and always willing to improve my skills.
- \* Typing and handles computer (Microsoft word and excel, etc.)
- \* Hardworking
- \* Good Communication
- \* Good Organization with attention to details.
- \* Mentoring
- \* Customer Service

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**Reference****Ahmed Elfery - Restaurant Manager**

Kuwait Food Company (Americana ) UAE

Ahmedrd89@yahoo.com

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**Abdulla Ali - Restaurant Manager**

Kuwait Food Company (Americana)

Almetterey.alex@yahoo.com

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**Alexandra Micu - Administration Manager**

Feder Nova Technology LLC.

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**Additional Information**

Age: 29 years old Marital Status: Married Height: 5'3 Weight: 53kls. Birth Place: Sigma Capiz  
Passport No: P6591183B Date Issue: March 30, 2021 Date Expiry: March 29, 2031 Issuing  
Authority: PCG Dubai


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**Language**

English, Filipino

- Achievements  
& Awards**
- \*Teaching English as Foreign Language course (120 hrs.) - R Reacher Record - April 2023
  - \* TSI Quality Services Person-In-Charge Award Level 2 Award - KFC Enoc Jumeirah Village Circle (Jvc) - February 18, 2020- February 17, 2025
  - \* Planning Research in Hospitality and Tourism - The University of Manila Sampaloc Manila - February 11, 2013
  - \* Butter Service - Pan Pacific Hotel Ermita - February 17,2013
  - \* Bar Immersion Insomnia bar - Malate Manila - December 30,2012
  - \* Bartending/Flairtending TGI - TGI Fridays Tomas Morato Quezon City - March 11, 2013
  - \* Housekeeping /F&B - EMIRAMONA Garden Hotel Tagaytay - November 12, 2011
  - \* Housekeeping - Casa Bocobo Hotel Ermita Manila - August 15, 2012
  - \* Restaurant Staff - Chef De Angelo Trinoma Quezon City - April 5, 2011

Signature:



Rosevel Obrence Bayhon