



## About Me

- ❖ Accomplished Salesperson with superior work ethics and creative revenue generation ideas.
- ❖ Offers 15 years in diverse sales marketing environment.
- ❖ Well-versed in handling modern cash registers and POS machines.
- ❖ Effectively handles customer complaints with the aim of ensuring repeat business.
- ❖ A highly flexible and approachable individual who has a pleasant personality and a professional attitude.
- ❖ Proven ability to balance both cashing and order taking work in busy fast food environments.
- Willing to take on more responsibilities as needed and devote time necessary to complete a task.
- Computer Literate (MS Office, Internet, MS Word) Installation of Programs  
Computer Assembly and Disassembly marketing
- Highly organized

## EDUCATION

- Certificate in Industrial Technology  
1999-2000 Major in Computer  
Pamantasan ng Makati  
West Rembo, Makati City
- Bolbok National High School  
1995 – 1999 Bolbok, Lipa City Batangas
- Cumba-Quezon Elementay School  
1989- 1995 Cumba, Lipa City Batangas

## RECOGNITION

- 2019 Salesman of the Year
- 2019 Loyalty Award
- 5th Place-Most Responsible & Most Leadership Award (CAT)

# REY LAYLO REYES



Al Rigga Dubai, Uae



0528958310



reyesrey586@gmail.com



## PROFESSIONAL EXPERIENCE

### BUBBE DRINKS CAFÉ LLC

#### OPERATIONAL MANAGER

DEC 2020 TO AUG 2021

- ❖ Manages day-to-day operations, including human resources, client and public relations
- ❖ Receiving call from any inquiries of customer
- ❖ Handling customer care hotline
- ❖ Lead, motivate, and support a large team within a time-sensitive and demanding environment, including setup and implementation of career development plans for all direct reports and problem resolution
- ❖ Work closely with legal and safety departments to make sure activities remain compliant
- ❖ Oversee materials and inventory management
- ❖ Conduct budget reviews and report cost plans to upper management
- ❖ Inspiring and motivating employees to perform at their best through positive encouragement and incentive initiatives

### CHICBOY INASAL STREET RESTAURANT

#### QUALITY CONTROLLER AND CASHIER

APRIL 2019 –DECEMBER 2020

- ❖ Responsible for monitoring, and programming critical control points (CCP).
- ❖ Responsible for monitoring and product food safety and quality throughout the manufacturing process.
- ❖ Responsible for performing sanitation verification and allergen testing on equipment and other areas required.
- ❖ Responsible for the correct recording and filing of all relevant record logs and Documentation.
- ❖ Ensures the correct recipe guidelines for products are met during processing.
- ❖ Process customer orders and record them in the restaurant database.
- ❖ Relay customers' orders to the kitchen staff.
- ❖ Ensure all orders are delivered to the customers in a timely manner.
- ❖ Accept cash and return the correct change.
- ❖ Tally money in the cash drawer at the beginning and end of each work shift.
- ❖ Place food orders in the appropriate bags and boxes.
- ❖ Respond to customer inquiries, issue receipts, and record customer suggestions.
- ❖ Clean and arrange eating, service, and kitchen spaces.
- ❖ Help kitchen staff when needed.