

Regie Tadeo

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Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Academic Details

Sea and Sky College

Associate in Hotel and Restaurant Management, 100%, 2010

La union National High School

Secondary, 100%, 2008

Work Experience

Eclat Food's Trading LLC

Area Sales Supervisor, Feb 2019 - Apr 2022

Role : Train new staff's

In charge in all Kiosk and Retail outlets.

Monitoring all stock's in each locations.

Doing business Report's and sending to main office.

Purchasing/consolidating stock's needed in the businesses area.

Keeping/compiling all the delivery datas, billing and branch documents.

Eclat Food's Trading LLc

Salesman cum Cashier, Feb 2017 - Feb 2019

Role : Greet customers and provide them the information of each products we are selling.

Preparing customer's orders such as Crepes, Pancaes, Milkshakes, Hot and Cold beverages and Ice creams.

Making delivery reports and monthly sales report.

Reporting to Management every month regarding the business performance.

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Reporting to Management every month regarding the business performance.

Red Ribbon Bakeshop PH

Administrative Staff/Store in charge, Jan 2012 - Aug 2016

Role :

In charge in making budget and in ordering all kinds of products use for the store operations like cakes, pastries and beverages.

Checking and approving sales cash of each cashier.

Drop daily sales cash into store vaults.

Coordinating with Human Resources and Accounting Office regarding all financial reports and Staff performance.

Conduct meeting with the Service Staff about the Standard Operating Procedures.

Mentor/Train Staff.

Red Ribbon Bakeshop

Customer Service Representative/Service Staff, Dec 2010 - Jan 2012

Role : Greet Customers as they arrive at the store and provide them with information on different products.

Process order's and receiving products from deliveries, Handle payments and billing questions.

Handle incoming calls, respond to requests and customer's inquiries.

Make follow up calls to ensure that the reserved items are being picked up within the reservation time frame, maintain a friendly approach to win customer's loyalty.

Chowking Food Corporation PH

Cashier/Service Staff/Cook, Dec 2009 - Dec 2010

Role : Help customer's locate item's and assist them with buying decisions when required.

Assembling order's.

Resolve customer complaints and problems.

Record total daily sales, count money in cash registers and ensure that they coincide with items sold at the end of shift.

Mentor/train other staff to provide exemplary customer service.

Goldilocks Bakeshop PH

Kitchen Staff/Cashier, Dec 2008 - Dec 2009

Role : In charge in receiving daily deliveries.

Preparing orders.

In charge in stock inventory weekly/monthly.

Field of Interest

Music

Sports

Skills

Attention to details and Fast learner

Good organizational and multi tasking skills.

Computer literate

Achievements

Rookie of the year Award- December 18th 2010 (More Thank Cakes Inc.)

Most Dependable Crew Award- December 27th 2012 (More Than Cakes Inc.)

Most Dependable Crew Award- July 21st 2013 (More Than Cakes Inc.)

Most Dependable Crew Award- December 28th 2013 (More Than Cakes Inc.)

Most Dependable Employee Award- June 17th 2014 (More Than Cakes Inc.)

Employee of the Year Award-January 16th 2015 (More Than Cakes Inc.)

Cake Lettering Certification Program- March 5,2014
(San Fernando La union)

Public Safety Training- July 30,2006/August 6,13,20 and 27,2006 (San Fernando La union)

Restaurant Service- July 30,2008
(Sea and Sky College)

Culinary Arts- December 14,2008
(Bagiuo Convention Center)

The Hospitality Industry- December 14,2008
(Bagiuo Convention Center)

Floral Design- December 14,2008
(Bagiuo Convention Center)

Institutional Housekeeping- March 31,2008 (Sea and Sky College)

Strength

People skills: Know how to deal to every kind of people in the organization.

Reliable: Know how to finish work given to me at the right time

Adoptability: Everything is not permanent. There is always changes everywhere. And I am always ready to adopt changes.

Hard working: As an employee, I understand my priorities when I am at work that I need to finish first the work given to me.

Attention to details: Knowing the importance of every details given to me by my superior. Being attentive helps to avoid any problems at work.

(Regie Tadeo)