

JEREMY PANGAN



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Address:
Al Rigga Deira Dubai United Arab Emirates

Visa Status: Tourist Visa

Nationality: Filipino

Language : Filipino, English

EDUCATION:

Hotel and Restaurant Management

Bulacan Polytechnic College
Bulacan Phils.
2007 - 2011

Shielded Metal ARC. Welding NC II

Tesda Calumpit Bulacan
June 08, 2015 – September 2015

CAREER OBJECTIVE

To obtain a position in an organization which provides a challenging environment where my full potential is utilized. The best interests of the organization and an opportunity for my learning graph to attain in its most pinnacle.

EXECUTIVE PROFILE

A qualified and performance driven Hotel and Restaurant Management with an extraordinary blend of leadership, business and catering industry knowledge. Ability to communicate and motivate team members to enhance strategic goals and bottom line objectives. Creative problem solving and troubleshooting skills. Presentable, organized and well-planned individual with outstanding background in a multi-faceted-multi tasked environment. Consistently assumes responsibility to complete task within time constraints, both independently and on teams. Proficient in Microsoft Office Applications. Excellent English communication skills both written and oral. I am also quick to appraise new situations and learn new assignments.

WORK EXPERIENCE

ENCODER

UPWORK Global Incorporation (American Co.) San Juan Apalit Pampanga Phils.

February 2019 – March 2021

- A freelancer platform where enterprises and individuals connect in order to conduct business. As an Encoder, I am liable to includes new data, maintaining database and client files. Product details listing for Amazon, Ebay and Walmart. Entering accurate data while following all regulations and maintaining confidentiality is all part of the job.

COORDINATOR cum CAR DENTER and PAINTER CAR PALACE INCORPORATION

City of San Fernando Pampanga Phils.

February 2015 – March 2018

- As a Coordinator cum Car Denter and Painter, I need to discuss or coordinate with the customer the gauge on what work ought to be done and how much it will cost and how many days to do the work. I need to perform diagnostic assessment to ensure that all issues have been detected, and the customer is willing to have these remedied. Performing cost estimations and clearing these with customers before proceeding with work. Restoring vehicles to their original condition, or better, by repairing, replacing and upgrading features of their exterior.

OPERATION INCHARGE

TANGERINE-Thai. & Far Eastern Cuisine Executive Tower Business Bay Dubai U.A.E.

September 2, 2012 – September 14, 2014

- Authentic Cuisine for Asian and far Eastern. Live from an interactive kitchen which is the main focus of the restaurant. I am one of the pioneer

CORE COMPETENCIES:

- Leadership/Communication Skills / Self-motivated
- Employee Relations / Customer Oriented
- Inventory Control / Sales
- Time Resource optimization
- Excellent Negotiation Skill
- Keen to Details
- Positive
- Fast Learner
- Multi-Tasking
- Flexibility
- Car Painter
- Car Denter

in Tangerine Dubai, as I work as operation incharge, I am liable to all the necessary activities of our restaurant, like setting all the cuisine requires, staff to be assign, coordinate in the kitchen and 3rd party if require. I am also in charge for our catering in different Emirates. Managing for incoming customer booking (reservation, party or special event)

STORE KEEPER

SM City Pampanga Phils

City Of San Fernando Pampanga Phils.

August 2010 – April 2012

- One of the busiest and biggest shopping mall in the Philippines. As a store keeper I maintain the receipts, records and withdrawal of supplies. Checking materials and supplies and reports when stock is low. Additionally, I reported damages & discrepancies for accounting, reimbursement and record-keeping purposes.

ASSISTANT SUPERVISOR

Sitio Lucia Hotel and Resort (5 Star)

Sta Maria Bulacan Phils.

June 2009 – June 2010

- Works under the direction of the Hotel & Resort Supervisor and Manager in the management and optimization of overall resort operations. Leading and assist all departments daily and indirectly oversee all assigned departments.

CUSTOMER SERVICE EXECUTIVE

Grande Island Hotel and Resort (5 Star)

Subic bay Metropolitan City of Olongapo Phils.

June 2008 – June 2009

- Responsible for answering calls, hotel reservations, ground transportation arrangements such as car rentals, limo services and catering. Resolves customer requests, questions and complaints frequently requiring analysis of situations to determine best use of resources. Set up new accounts, maintains records, prepares reports and platforms work processing assignments and related clerical duties.

DECLARATIONS :

Hereby, I declared that all the above information is true and I am ready to work in your company's rules and regulations and I promise that I will try my level best for the success of the company.