



JHON ARRIES C. ARANDA

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CAREER OBJECTIVES

To be part of a progressive company and be able to achieve a perfect opportunity for me to show my talents and abilities to be competitive to whatever position I can acquire and help out future colleagues reach their full potential and be the very best they can be.

WORK EXPERIENCES

Company Union Plastics
Address Hidd, Muharraq, Bahrain
Date Hired December 10, 2023 up to present
Position Sales Coordinator

Job Description

- Communicating directly with clients to confirm their inquiries, orders and concerns.
- Coordinating with the Owner, Managers, Supervisors and Team Members from various departments.
- Assisting the team with client inquiries, making quotes, processing RFQs and Tenders, as well as opening job orders and production work checkups.

Company Paseo Cafe
Address Exhibition Ave, Hooraa, Manama, Bahrain
Date Hired April 8, 2022 up to June 14, 2023
Position Café Manager

Job Description

- Manage the overall performance of the restaurant.
- Control the company costing and expenses.
- Lead the employees that contribute to the company's growth.
- Works with product pricing with the owner.
- Find potential suppliers and create quotations.
- Help each café department achieve their tasks in efficient and timely manner.
- Manage the social media platforms of the café.
- Deal and negotiate with suppliers and sales.
- Brings additional income to the company by proactively suggesting potential strategies to skyrocket the sales and income.
- Makes a calendar shift schedule for the employees.
- Decides what and when to make an offer.
- Make financial and employee reports for the owner.
- Helps with the overall operation of the café, eg delivery, cashier, customer service, kitchen and bar works, sales

Company Buhendi Imperial Trading
Address Wafi Tower, Seef, Bahrain
Date Hired April 4, 2017 up to April 7, 2022
Position Customer Service/Administrator/ Office Manager

Job Description

- Assist customers via walk in, phone call, Email, WhatsApp and across social media platforms
- Receive orders and liaise to correct department.
- Design orders.
- Communicate with different suppliers and purchase orders.
- Fulfill and prepare orders for shipping.
- Do basic accounting and keep monetary safe.
- Do delivery and other necessary outdoor works.
- Do front desk works.
- Help with the office cleanliness.
- Assist the owner of his work needs in and out of the premises.

- Welcome and greet everyone inside the co-working space
- Tour potential customers around the office.
- Up sell and cross sell different products.
- Provide all necessary details that come to every package.
- Create office lease agreements.
- Assist members of their needs.
- Posting of office vacancies across web pages.
- Hunt potential customers.
- Make sure that members are enjoying their stay by proactively visiting them on their seats/tables.
- Make weekly financial and management reports to be submitted directly to company owner/s.
- Create meeting/event and send invitation to individuals esp to Ministers.
- Make sure that event is ongoing smoothly.
- Make sure that each office and tables are perfectly usable, neat and in good ambiance.

Company Noodle Wok WLL
Address Shabab Ave. Al Juffair, Manama, Bahrain
Date Hired August 28, 2016 up to February 10, 2017
Position Cashier/Receptionist

Job Description

- Welcome guests and greet them in a friendly way.
- Assigned to take and punch orders.
- Prepare and serve orders.
- Receive phone calls and answer social media inquiries
- Make daily financial and management reports to be submitted to restaurant owners.

Company Teavana Inc. (M. H. Al Shaya Co.)
Address Bahrain City Center, Manama, Bahrain
Date Hired June 06, 2014 up to July 26 2016
Position Senior Sales Associate

Job Description

- Sales Person and Customer Service Representative
- Acting Store-in-Charge and doing supervisor's job and admin works
- Head Cashier

Company Sutherland Global Services Inc.
Address BGC, Taguig City, Philippines
Date Hired December 2012 – April 2013
Position Customer Service Representative / Call Center Agent

Job Description

- Assisting foreign customers over the phone to understand Account Policy for a Retail Business Process.

Company Transcom Worldwide Philippines
Address Retail Row, Pasig City , Philippines
Date Hired February 2012 – November 2012
Position Customer Service Representative / Call Center Agent

Job Description

- Assisting foreign customers over the phone with their Billing, Collections and basic Technical troubleshooting concerns.

Company Telus International Philippines
Address Cubao, Quezon City, Philippines
Date Hired October 2011 – February 2012
Position Customer Service Representative / Call Center Agent

Job Description

- Inbound Sales Telemarketer

Company Global Contact Solutions International
Address Eastwood Ave, Quezon City, Philippines
Dates of Employment April 2011 – September 2011
Position Customer Service Representative
Job Description

- Third Party Employment and Education Verifier / Call Center Agent

Company Jubileum Academy of Bacoor, Inc.
Address Bacoor, Cavite Philippines
Date Hired October 2007 – June 2010
Position Administrative Staff
Job Description

- Filing documents necessary to the Office files
- Data Entry / Encodes all incoming and outgoing letters
- Serves as an Assistant to the Administrator
- Serves customers in the Reception Area
- Serves as a Procurement and HR Officer
- Substitute Teacher: Computer, Music, Arts and Physical Education Subjects

SKILLS

- Fast Learner
- Computer Literate
- Can work independently or with team
- Can speak basic Arabic language
- Fluent in English command, oral or in written manner
- Multi-tasking staff doing jobs simultaneously either indoor or outdoor

EDUCATIONAL BACKGROUND

Primary Gov. PF Elementary School
Panapaan III, Bacoor, Cavite
Batch 2003

Secondary Cavite School of Life
Panapaan III, Bacoor, Cavite
Batch 2007

College Advanced Diploma in Information Technology
Informatics Computer Institute Undergraduate
Batch 2013

PERSONAL PROFILE

Date of Birth June 09, 1990
Nationality Filipino
Age 34 Y/O
Civil Status Single
Residence Location Juffair, Manama, Bahrain

CHARACTER REFERENCE/S

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|---|----------------------|
| Marjhorie Engana | Abdula Buhendi |
| HR Officer / Executive Secretary | Company owner |
| Matrook International Building Services | Buhendi Enterprise |
| Contact upon request | Contact upon request |

I hereby affirm that all information contained in this resume is true and complete to the best of my knowledge and beliefs.

Jhon Arries C. Aranda
Applicant