

Reynaldo M. Lagman
Flat 31 Bldg 3538 Road 2153 Gudaibiya
Kingdom of Bahrain
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reylagman112@gmail.com



Position Desired: **HR Admin**

OBJECTIVE

To be able to work within a company, where professional experience, education and abilities stand as an advantage for personal growth and to perform my administrative related duties.

EDUCATION

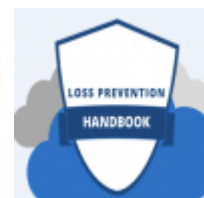
Tertiary	2015 – 2017	Bataan Peninsula State University Bachelor of Secondary Education Major in MAPEH
	2010 – 2012	Eastwood International Institute of Science and Technology Hotel and Restaurant Services
Secondary	2006 – 2010	Pagalanggang National High School Dinalupihan Bataan Philippines

WORK EXPERIENCE

October 2017 – June 2020	Dean and Deluca Restaurant, M.H Alshaya W.L.L The Avenues Manama Bahrain Store Administrator Admin Trainer
2012 – 2017	Jollibee Foods Corporation, Jericho and Diojana G Foods Corp. Bataan Philippines Payroll Assistant Administrative Assistant Head Cashier

CERTIFICATION

- Financial Awareness
- Food safety Merit
- Fire fighting
- Employee of the month
- Financial Audit Green Compliant 92% score
- Loss Prevention Champion



PERSONAL INFORMATION

Name : Reynaldo Macarubbo Lagman
Date of birth : November 09, 1993
Age : 27
Gender : Male
Marital status: Single
Nationality : Filipino

OTHER SKILLS

LANGUAGE:

- Mother Tongue: Tagalog/Filipino
- Other: Advanced in English

COMPUTER SKILLS:

- MS WORD
- MS EXCEL
- MS POWERPOINT

OTHER EXPERIENCED

TRAINER:

- Dean & Deluca Kuwait - Administrator
- Dean & Deluca Kuwait – Cash handling
- Dean & Deluca Bahrain – Admin/ Head Cashier/ Financial Audit

CROSS TRAINING:

- QA AUDIT
- HOST
- BARTENDING

I do hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.