

JEFRIE CABINAN CABINTOY

Al Seef District, Kingdom of Bahrain

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OBJECTIVE:

To seek employment for a position where I will be suited, and be a part of an organization where hard work will be rewarded and where career advancement will always be a possibility

EDUCATIONAL QUALIFICATIONS:

- **Bachelor of Science in Hotel and Restaurant Management**
Ramon Magsaysay Technological University (June 2007 – April 2011)
- **Carmel Academy**
Secondary School (June 2003 to March 2007)
- **Palauig Central School**
Primary Scholl (June 1997 – March 2003)

WORKING EXPERIENCE

COORDINATOR

Bonyan Limitless Contracting

Al Seef District, Bahrain

January 22, 2019 – Present

Duties and Responsibilities:

- **Administrative Functions:** Receiving visitors, answering calls, taking memos and set appointments, managing and distributing information within the office, managing office supplies and contact lists and doing marketing online and social media sites.
- **Procurement:** Taking orders from the authorized persons, searching for new suppliers, reviewing existing suppliers, asking for quotations, comparing available price lists, selecting the best price and best quality, sending purchase orders (LPO), receiving delivery notes and matching them with purchase orders in terms of price, quantity, type, payment policy and so on, contact with the accounts section and handling over the necessary documents to process payments due to suppliers. Also follow-up of suppliers' future dues and coordination with accounts and ensure that procurement orders are received on time.
- **Accounting:** Handling petty cash, monitoring and preparing lists of Accounts Payable, checking, monitoring, recording and verifying all report in restaurants like daily reports, Talabat report, Carriage, Entertainer, AFS and Creditmax.
- Follow-up the sales movement whether cash or cheques or those that use bank cards, and review the points of sale reports and ensure that they match the balances in the bank account.
- Prepare periodic reports or which it will be requested from time to time.
- Follow-up the monthly rent movement that is collected and prepare the necessary reports and ensure that the amounts due are identical with the amounts received and deposited in the bank accounts.

ADMINISTRATOR / SALES & MARKETING (OUTDOOR AND SOCIAL MEDIA)**Alfah Cleaning & Maintenance Services****Muharraq, Bahrain****October 21, 2016 – December 31, 2018****Duties and Responsibilities:**

- The supervision of all cleaning staff focusing on their performance in terms of standards of cleanliness and their behavior while on duty.
- Ensuring that a first class cleaning service is delivered to all areas of the building
- Monitoring and scheduling of all cleaning activities.
- Preparing and monitoring all accounts entry.
- Preparing daily & monthly reports and issuing invoices.
- Doing marketing online and social media sites.
- Meeting clients office to office to promote the business.
- Ensuring all staff are aware of the Health and Safety policies and procedures
- Inspect work and investigate complaints and take corrective action.
- Ensure that assignments are appropriately staffed and that employees have adequate supplies and equipment for completion of assignments.
- Maintain records and submit reports concerning personnel, equipment, supplies, expense, and general cleaning & maintenance activities.
- Recommend various personnel action including, but not limited to, hiring, performance appraisals, promotions, transfers and vacation schedules.
- Inventories and orders supplies and equipment necessary for the day-to-day operation.
- Performs miscellaneous job-related duties as assigned.

CASHIER/SUPERVISOR**Loading Point Restaurant****Quezon City, Philippines****February 1, 2012 – June 2016****Duties and Responsibilities**

- Receives payment by cash. Issues receipts, refunds, credits, or change due to customers.
- Act as head power authorized by the owner of the company.
- Answering phone calls and reservations and gives right information needed by all costumers.
- Gives instructions and/or orders to subordinates. Supervises and is held responsible for the work and actions of other employees.
- Keeps records and prepares daily reports.
- Assures the maintenance, quality and quantity of work.
- Maintaining and assuring excellence service to all customers.
- Serve foods to all guests while insuring their satisfaction.

CUSTOMER SERVICE ASSISTANT**Smart Araneta Coliseum, Gateway Cineplex 10, Philippines****Quezon City, Philippines****July 27, 2011 – January 28, 2012****Duties and Responsibilities**

- Responsible for checking the tickets and provide information to the public.
- Acknowledge and assisting customers to their respective reserved seats.
- Maintaining excellent service by giving right information to all patronage.

TRAININGS AND SEMINARS ATTENDED

**Bar Management Tour Operation, Bartending/ F&B
Hospitality Industry Interactive Forum**
Upper Session Road, Baguio City, Philippines
December 26, 2009

**Grand Ballroom of Hotel Rembrandt
Front Office Management**
Quezon City, Philippines
February 27, 2010

**Super Ferry Vessel Luxury Lines Actual Familiarization,
Front Office Training
Food and Beverage Training**
Feb. 27, 2010 (On Board M/V Super ferry 12)

ON-THE-JOB-TRAINING

- Sydney Hotel - Completed 250 hours
- Pier One Moon bay Marina Restaurant & Entertainment - Completed 600 hours

PERSONAL DATA

Date of Birth:	22 April 1991
Civil Status:	Single
Citizenship:	Filipino
Height:	5'8"
Weight:	69 kg
Religion:	Born Again Christian

CHARACTER REFERENCES

Available upon request.