

Address: Flat 22, Bldg.1976, Road 2124, Block 321
Gudaibiyah, Manama, Bahrain
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Objectives

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

ARVIN PATAUEG RILLERA

EDUCATIONAL BACKGROUND

College Bachelor of Science Electrical Engineering

Manuel L. Quezon University 2001-2008

High School

Holy Trinity Academy 1997-2001

Elementary

Holy Trinity Academy 1991-1997

Working Experience

Receiver

February 17, 2012 – October 28, 2016

M.H Alshaya Co. W.L.L, Noodle Factory Lagoon Park, Amwaj Island, Bahrain

Job Description

Purchase in the Vendors, Receive / Dispatch all merchandise, complete all relevant documentation on deliveries.

- Receives items to the stock ensuring tally with the issued Purchase Order specification and the Delivery Note.
- Counts received items matching against purchase order and supplier delivery note.
- Inspect received items for physical damage, quality and other criteria as specified by the procurement division.

- Report any discrepancies in merchandise upon receipt to the procurement department.
- Sorts and arrange material or item racks, shelves or allocated places according warehouse managing sequence such as shelf life, (FIFO) First In First Out, category and arrangement.
- Assists in task pertaining to the proper organizing of the warehouse.
- Perform the counting of physical inventory as assigned periodically to physical count against system counts.
- Perform all task and duties according the rules and regulations of health and safety standards, keep the receiving and warehouse area clean and safe to work.
- Protect stores from fire, rust, erosion, dust, theft, weather, heat, cold, moisture and deterioration etc.
- Perform other task and activities as requested.
- Able to perform physical activities such as lifting (up to 50 lbs unassisted), bending, climbing or walking.

Storekeeper

Nov. 8, 2016 to Sept. 9, 2017

IBIS Hotel Seef Manama Bldg. 456, Road 1010, Sanabis 410 Manama Bahrain

Job Description

Manage the cleanliness, supervise, perform variety of task in ordering, receiving, storing, distributing of material and issuing equipment and supplies, perform other task related duties as required.

- Making LPO, Purchasing, Goods entry, Ordering Food & Beverage and local purchasing.
- Perform reorder using par level and tracking consumer goods which product are in demands.
- Responsible for storage of both food & beverage and operational stock.
- Responsible for day-to-day check on the storage facilities for upkeep, rotating / monitoring of expiry dates and hygiene.
- Should be able to follow standards for issuing and receiving stock within the stores.
- Responsible of weekly cycle counts, making inventory expired goods daily and/or weekly to chargeback and return to vendors regularly.
- Generating Re-ordering stock report.
- Understanding of standards of HACCP in storage practices.
- Possess reporting skills to be able to coordinate with the Cost Controller with proposals and day-to-day feedback on operational control and team player
- Issuing stores are should performed most efficiently, promptly, and accurately. All issues should properly record. All issues should be duly authorized and procedures laid down should be duly followed.
- Posting the requisitions.
- Recognize the name trade brand, categories article item etc.

- Perform other related task assigned.
- Coordinate with the purchasing department in keeping contact with suppliers regarding to the quality and quantity of goods purchased.
- Perform other task and activities as requested.
- Able to perform physical activities such as lifting (up to 50 lbs unassisted), bending, climbing or walking.

Kabuki Restaurant

Oct. 26, 2017 to Sept. 24 2018

Road # 4015, Juffair, Manama, Bahrain

Job Description

- Follow all standards for issuing and receiving stock within the store's area of operation.
- Monitor and take inventory on regular basis to compile orders based on par levels or needs.
- Maintain clear and organized records to ensure all reports and invoices are filed and stored properly.
- Responsible to verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been received.
- Responsible for the day to day check on the storage facilities of upkeep and hygiene.
- Refuse acceptance of damaged, unacceptable, or incorrect items.
- Ensure cleanliness of all areas, keeping storage areas clean & tidy and in strict compliance with hygiene regulations.
- Adhere to all Health and Safety procedures particularly relating to food and beverage items.
- Conduct inventory audits to determine inventory levels and needs.
- Assist the Accounts Payable Clerk / payable assistant in finding out any cost discrepancies.
- Complete requisition forms for inventory and supplies.
- Extend all requisitions on a daily basis and update the inventory management software/system.
- Work closely with Purchasing to order and receive items and equipment.
- Troubleshoot any vendor delivery issues and oversee/follow up on the return process.
- Verify and track received inventory and complete inventory reports and logs.
- Perform any other duties as assigned by the management or supervisors.

Property Administrator / Maintenance

November 4, 2018 to Oct. 2, 2020

Q8Realtor Property Management & Maintenance Services Co. W.L.L

Diplomatic Area, Block 317, Road 1701, Bldg. 59, Office # 9

Job Description

- Prepare and carry out contracts for providing property services such as cleaning, maintenance and security.
- Gather and maintain records on operating expenses and income.
- Ensure that trouble calls received from clients or tenants are acted upon.
- Conducting routine inspection of premises and equipment.
- Performing preventive maintenance.
- Handling basic repairs and maintenance.
- Overseeing contractors when professional repairs are necessary.
- Diagnosing mechanical issues and correcting them.
- Minor repairing machines, equipment, or structure as necessary.

Commi Staff

Responsible to prepare a consistent, high-quality food product, ensure courteous, professional, efficient and flexible service and Hotels operational standards. Also responsible for assisting CDP and Sous Chef in cooking and then ensuring that all stations are clean.

Trader Vic's (The Ritz-Carlton, Bahrain Hotel & Spa)

December 7, 2020 to December 6, 2022

P.O Box 55577, Manama, Kingdom of Bahrain

- Assisting in the food preparation process
- Cooking and preparing elements of high quality dishes
- Preparing vegetables, meats and fish
- Assisting other Chefs
- Helping with deliveries and restocking
- Assisting with stock rotation & cleaning stations
- Contributing to maintaining kitchen and food safety standards.

Food Worker Service

Jan 3, 2022 – Present

Ikea-Salmabad

- Create Recipes for Ikea co worker Restaurant.
- Menu Planning Event.
- Monitor Stocks and availability and business required.
- Comply in accordance to Ikea regulation and Health ministry standard.
- Prepare food service.
- Ensure that food comes out in high quality, timely and Fashion.
- Maintain a positive and professional approach with co workers and guest.
- Stock Inventory appropriately.

ACHIEVEMENTS AWARD

BEST EMPLOYEE AWARD (MARCH 2017)

IBIS SEEF MANAMA HOTEL

EXCELLENCE AWARD (SEPTEMBER 2023)

IKEA BAHRAIN

Held by Bureau Veritas – IKEA BAHRAIN

FOOD SAFETY STORE AUDIT FEBRUARY 18, 2024 **PASSED** 97.7%

FOOD SAFETY STORE AUDIT APRIL 21, 2024 **PASSED** 96.9%

FOOD SAFETY STORE AUDIT JUNE 23, 2024 **PASSED** 93.2%

FOOD SAFETY STORE AUDIT AUGUST 8, 2024 **PASSED** 96.7%

TRAINING AND SEMINAR PROGRAMS

Basic Food Safety Training Course

M.H Alshaya Trading Co. W.L.L, Bahrain Mall training room, Bahrain

Level 3 Food Safety for Managers Training Course

Service Standards and Training Food Division, Middle East I North America

M.H Alshaya Trading Co. W.L, Bahrain Mall training room, Bahrain

Food Safety for Co-worker Online Training Course – IKEA

Windows & Office Tools

- MS Excel Intermediate
- MS Word Intermediate
- MS Power Point Intermediate
- MS Outlook Intermediate

Operating System, Networking & Hardware

- Fidelio Material Control (FMC)

Languages:

- English Good
- Tagalog Native

Character Reference

Ms. Myra Madamba
HR & Training Manager
Swiss Bel-Suites Admiral Juffair
Mobile #: 3777-9279

Mr. Niyaz Din
Purchase Manager
Novotel Hotel
Mobile #: 3314-7502

Ms. Gittle Mabunga
Kitchen Production Team Leader
IKEA Food & Beverage Bahrain
Mobile #: 3958-3116

I hereby certify that the above information is true and correct to the best of my knowledge and belief

Arvin Rillera