**EVARISTO L. LEGASPI JR.**

**Address: Flat 22 Bldg. 39 Road 2601 Adliya**

**Manama, Bahrain**

**Contact No.: +973 36441023**

**E-mail:****barrylegaspi79@gmail.com**

**Objectives:**

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth.

**Profile and Strengths**

* Highly committed and achievement oriented with experience in fast paced working environment which demands strong analytical, creative, problem solving and administrative skills.
* Computer literate (Microsoft Office: Word, Excel, Power Point, Publisher)
* Excellent multi-tasking, teamwork, leadership, communication, organization, and interpersonal skills.
* Outstanding communication and customer service skills, diplomatic, and patient to all types of individuals and organizational levels.
* Highly performance oriented and self-motivated with exceptional time management skills.
* Experienced in handling and drafting professional business contracts.

**WORKING EXPERIENCED:**

**March 2018– June 30 2020 Reception/Floor**

 Play Lounge

 SY Interprises

 Seef Manama Bahrain

**Responsibilities and Duties:**

* Greet clients as soon as they arrive and connect them with the appropriate party.
* Answer the phone in a timely manner and direct calls to the correct offices
* Deal with bookings by phone, e-mail, letter, fax or face-to-face.
* **Prohibition of unfair treatment. All children have equal rights**
* **Setting the interests of a child as a priority.**
* **Paying** attention **to the child’s opinions.**

**September 2016 – February 2018 Food Server/Cashier**

Jonny Rockets Juffair

 Global Food Concept

 Adliya Manama Bahrain

**Responsibilities and Duties:**

* Monitoring the daily sales and transactions
* Ensure to handed over the cash sales for the day for bank deposit
* Handling training for the new Crew staff
* Arranged orders and delivery
* Ensure the cleanliness of food items before serving
* Worked coordination with other co – workers to ensure that customers get quality service and satisfaction.
* Motivated costumers by demonstrating the product well

**April 09, 2015 – April 09, 2016 Company Encoder**

 WMS Encoder

 Metro Retail Stores Group Inc. (MRSGI)

 22nd Street corner McKinley Parkway, Taguig City

**Responsibilities and Duties:**

● Develop and maintain a current and accurate filing system.

● Keep all forms and files used by the departments.

● Perform any tasks asked such as making copies, answering phone calls and other general correspondence.

● Monitor the use of supplies and equipment

● Encode the list of parts used to by each departments.

**December 2014 - April 3, 2015 Server**

 **MAX’S Restaurant**

 Sta. Rosa Commercial Complex, Balibago Sta. Rosa,

 Laguna, Philippines

**Duties and Responsibilities:**

* Greets guests and presents them with the menu.
* Informs guests about the special items for the day and menu changes if any.
* Suggest food and beverages to the guest and also try to upsell.
* Take food and beverage orders from the guest on the order taking.
* Obtaining revenues, issuing receipts, accepting payments, returning the change.
* Performing basic cleaning tasks as needed or directed by supervisor.

**July 06, 2014 - November 30, 2014 Stock Clerk (SC)**

 Sanford Marketing Corporation (SAVEMORE)

 Sra. Isabel Business Compound, Brgy. Parian

 Calamba City, Laguna, Philippines

**Responsibilities and Duties:**

* Acquire the basic skills of good merchandising. Assist customer on their need and perform store support services in the selling department.
* Counter check deliveries (unloading and receiving of STO) and posting of deliveries quantity into the system.
* Forward/refill stock in the selling area.
* Check price change update.
* Print and update shelf tags in the selling area.
* Maintain cleanliness of selling/warehouse area.
* Segregate damaged stocks and process as return order to vendor.

**EDUCATION:**

**REDLINK INSTITUTE OF SCIENCE AND TECHNOLOGY**

Year 2012-2014

Calamba City, Laguna, Philippines

Course: Information Technology (IT)

**Calamba National High School Annex Year 2008-2012**

Calamba City, Laguna, Philippines

**SEMINARS ATTENDED:**

**March 2013 National Service Training Program (NSTP)**

 Civil Welfare Training Services (CWTS)

 Literacy Training Services (LTS)

**March 2014 Labor Education for Graduating Student (LEGS)**

 Public Employment Service Office (PESO)

**July 2013 Technical Education and Skill Development Authority (TESDA)**

 National Certificated II in Computer Hardware Servicing (CHS)

**PERSONAL DATA:**

Date of Birth: September 07, 1995

Place of Birth: Manila Philippines

Age: 22 Years old

Gender: Male

Status: Single

Height: 5’9 ft.

Weight: 147 lbs.

Citizenship: Filipino

Religion: Roman Catholic

Language spoken: English and Filipino

REFERENCE available upon request.

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

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**Evaristo L. Legaspi Jr**.