TO WHOM IT MAY CONCERN:

Dear Sir/Madam,

Possessing an enthusiasm within services roles, I opted to contact you about the position currently available within your prestigious company.

I am humbly seeking this position within your organization to enable me to enhance my interest of exploring my capabilities.

If given the chance to share my services, I am confident that I will serve you with my utmost capabilities and promise to learn and serve my immediate supervisor with the best of my abilities.

My resume, which is enclosed, contains additional information on my experience and skills. I would appreciate the opportunity to discuss any available vacancy that you feel fit my qualifications. I can be reached via phone +973-39405350/+973-66363147 and email carillocarillo0@gmail.com.

Thank you for your time and consideration. I look forward to speaking with you about this exciting opportunity.

Sincerely yours,

**Amor T. Carillo Jr.**

**AMOR T. CARILLO, JR.**

Home Address: House no. 1562 GIIC housing complex Hidd, Bahrain

E-mail address: carillocarillo0@gmail.com

Mobile number: +97366363147/+97339405350

**PERSONAL BACKGROUND:**

**Birth Date:** February 24, 1990

**Place of Birth:** Mandaluyong City, Philippines

**Language:** English, Tagalog

**Religion:** Roman Catholic

**Age:** 29

**Height:** 6ft

**Qualifications:**

* Highly analytical, assertive and with excellent client orientation, good communication, interpersonal skills, able to relate to people of all backgrounds.
* Enthusiastic, flexible and possesses the ability to work well with multidisciplinary team of technical staffs and experts.
* Ability to work on my own initiative and to build and develop the job combined with the ability to work as a team.
* Knowledge of Microsoft Excel, Word and Powerpoint
* Capable of working effectively with very little supervision.
* Extensive exposure in a highly automated environment and Microsoft applications.
* Willing to learn new task given.

**Working Experience:**

* **Culina Training Centre**

Assistant Chef/Sales Manager: October 2019- March 2020

Bahrain

**DUTIES AND RESPONSIBILITIES:**

* Leads kitchen team in chef's absence
* Provides guidance to junior kitchen staff members, including, but not limited, to line cooking, food preparation, and dish plating
* Oversees and organizes kitchen stock and ingredients
* Keeps cooking stations stocked, especially before and during prime operation hours
* Manages food and product ordering by keeping detailed records and minimizes waste, plus works with existing systems to improve waste reduction and manage budgetary concerns
* Supervises all food preparation and presentation to ensure quality and restaurant standards
* Works with head chef to maintain kitchen organization, staff ability, and training opportunities
* Verifies that food storage units all meet standards and are consistently well-managed
* Assists head chef with menu creation
* Coordinates with restaurant management team on supply ordering, budget, and kitchen efficiency and staffing
* Dealing with customer’s/ restaurant owners when they need help regarding their menu and business
* **Cebu Pacific Airlines**

Cabin Crew: September 2015- April 2019

Philippines

**DUTIES AND RESPONSIBILITIES:**

* The most important part of the job is having the confidence and knowledge to be able to deal with security and emergency situations which may arise.
* Consistently deliver an outstanding standard of customer service and maintain this standard throughout the flight.
* Displaying respect for customers from every walk of life.
* Assisting passengers with all enquiries, including lost or delayed baggage
* Completing all necessary documents before departure of the flight
* Delivering high levels of customer service to passengers and those travelling through the airport.

* **MIDDLE EAST REGIONAL MONITORING AGENCY (MIDRMA)**

*Secretary: April 2014 – March 2015*

*Muharraq*

**DUTIES AND RESPONSIBILITIES:**

* Interacts and provide support as required in all areas of administration and report directly to the MIDRMA Manager.
* Performing clerical activities using office software. (MS Office)
* Performs other administrative function such as filling important document, sorting photocopying, fax and sending email.
* Assisting other department if needed such as Business Center and Reception
* Checks the condition of the aircraft
* **M.H. AL SHAYA CO. W.L.L.**

*Sales Associate: March 2012- Dec. 2013*

**DUTIES AND RESPONSIBILITIES:**

* Develop good relationships with customers and clients providing them customer service that would mean repeat business. Meet or exceed assigned sales goals.
* Handle all concerns of customers.
* Receive shipments and ensure both quality and quantity
* Ensure accuracy of all inventories
* Coordinate deliveries for repaired or returned items and listing before disposing unserviceable or damaged items.
* Ensure that all items are properly numbered and tagged
* Review bills, invoices and purchase orders
* **THE LIGHTHOUSE MARINA RESORT**

Chef De Partee: *April 2010- Jan. 2012*

**DUTIES AND RESPONSABILITIES:**

* Takes care of daily food preparation and duties assigned by the superiors to meet the standard and the quality set by the Restaurant.
* Ensure that the production, preparation and presentation of food are of the highest quality at all times.
* Full awareness of all menu items, their recipes, methods of production and presentation standards.
* Ensure effective communication between staff by maintaining a secure and friendly working environment.
* Coordinates daily tasks with the Sous Chef.
* Responsible to supervise junior chefs or commis.
* Ability to produce own work in accordance with a deadline and to assist and encourage others in achieving this aim.

**EDUCATIONAL BACKGROUND:**

**COLLEGE:**

* **LA CONSOLACION COLLEGE, LAGUNA**

Bachelor of Science in Hospitality Management,

Major: In Tourism

2006 - 2010

**HIGH SCHOOL:**

* **LA CONSOLACION COLLEGE, LAGUNA**

High School Diploma,

2002 -2006

**REFERENCES:**

**Mr. Mahmood Abdullah Mr. Hussain Ali**

Manager Visionist Development Manager

Central Power & Process System Central Power & Process System

Contact Number: +973 36666192 Contact Number: +973 36662264