



JESSIE B. RAVELO

Bakery Manager

Age: 45
Gender: Male
Nationality: Filipino
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Personal Information

Civil Status: Married
Date of Birth: 1st December '74
Place of Birth: Pila, Laguna
Height: 5'8
Weight: 74kgs
Driving License:
Bahrain: Exp. Date: 03/02/2025
Qatar: Exp. Date: 17/06/2022

Skill Highlights

Computer skills
Analytical thinking
Communication skills
Customer service
Personnel management
Excellent Leadership
Teamwork
Decision Making
Motivational
Organizational

Interest and Hobbies

Reading books about business and personal development.
Playing basketball and Fishing
Enjoy good music, movie, baking. And cooking.

Professional Summary:

- Efficient Bakery Production Manager who efficiently manages bakery operations and daily production of baked goods. Adept at working in fast-paced settings to meet customer expectations. Skilled in managing retail and commercial bakery operations.

Core Qualification:

- Experience managing operations in a retail bakery environment in a commercial setting
- Deep knowledge of bakery products and catering business
- Exceptional knowledge of preparing various bakery goods
- Immense ability to work on weekend, holidays and overtime
- Outstanding ability to maintain food hygiene according to HACCP
- Ability to calculate GPM, monitor profitability and manage inventory
- Good understanding of commercial bakery production operations
- Ability to work overnight and flexible schedules

Work Experience:

Production Manager
Euro's Bake W.L.L

March 17, 2019 – Present
Sanad Manama, Bahrain

- Responded to customer and vendor inquiries.
- Performed internal audits to ensure quality and efficiency.
- Prepared daily production lists and tracked results.
- Greeted customers and handled phone and online orders.
- Developed updated production techniques to boost profits.

Operation Manager
Al-Aker Sweet/B-cake

July 18, 2018 – March 10, 2019
Midmac Salwa, Doha, Qatar

- Managing & Controlling day to day operation of Al-Aker and B-cake products.
- Managing 35 outlets inside Al-Meera Hypermarket
- Managing of sales fleet covering HORECA (5 Vehicles and 3 sales supervisor)
- Optimizing space utilization in warehouse, corridor and on the ramp with the latest resource available (Racking and Barcoding), Appropriate storing of the items according to the frequency of their movement.
- Manage a team of professionals and set their objectives. Furnishing performance appraisals and feedback to the higher Managements.
- Liaise with Sales team to ensure that products are cleared and delivered in timely manner in all Hypermarkets and outlets.

Bakery Production Manager
Napoli Bakery

October 8, 2016-May 30, 2018
Salwa road. Doha, Qatar

- Managed bakery operations for industrial units and supervised working of over 75 staff on an everyday basis.
- Initiated changes in operations to ensure achievement of all production targets according to performance.
- Maintained inventory of raw materials and ensured efficient use to meet customer requirements and maintain profitability.
- Scheduled employee work hours and designated work to maximize output.
- Monitored bakery equipment's and performed preventative maintenance on same to Decrease downtime

EDUCATION



BS Hotel and Restaurant Management:
April 1993



High School, Liceo De Pila
March 1990-91



Elementary, Labuin Elem. School
March 1986

TRAINING AND SEMINAR



Professional Selling Skills:
May 29,30&31st 2012



Performing the role of Section Manager:
October 8,9&10th 2011



Permanent Responsibility:
September 19, 2011



ISO 22000;2005 (Food safety management system)
Feb. 9, 2010



Proactive center for training Fruit and vegetable carving workshop: June 22, '04



Philippine seafarers Training Center (Basic safety course)
June 22 - July 8, 1998

Bakery Production Manager
LO-Delicess Bakery

April 2016-September 2016
Djibouti, Africa

- Initiated operations change to increase productivity
- Ensured implementation of health and sanitation procedures.
- Developed and implemented quality control standards.
- Ensured that manufacturing areas were kept clean
- Supervised the daily production of baked goods and ensured proper wrapping.
- Maintained log of equipment inspection dates and arranged for equipment repairs.

Bakery Production Manager
The Bread Factory (Chamsineone)

February 2015 – March 2016
Manama, Bahrain

- Hired and trained baked goods production employees.
- Prepared weekly employee schedules and handled vacation and time off requests.
- Coordinated with vendors for larger orders and prepared invoices.
- Ensured availability of in-demand products by ordering sufficient supplies.
- Monitored overall productivity.

Operation Manager
Modern Food Ingredients

May 2012 – January 2015
Manama, Bahrain

- Play a significant role in long-term planning, including an initiative geared toward operational excellence.
- Oversee overall financial management, planning, systems and controls.
- Management of agency budget in coordination with the Executive Director.
- Development of individual program budgets
- Invoicing to funding sources, including calculation of completed units of service.
- Ensure proper implementation of security systems.
- Making various management information reports of inventory.

Bakery and Pastry Manager
Carrefour Hypermarket

July 2006 – March 2012
KSA,Riyadh / Manama, Bahrain

- Attends to customer in queries and resolves all issues and problems.
- Manages and receives order for company and ensures sale according company quality standards.
- Prepares work guidelines in coordination with store coach and maintains record for all staffing budget and guidelines.
- Develops various merchandising programs and display products to increase profitability of store.
- Performs regular checks on inventory according to company policies and order supplies if required.
- Follow HACCP (hazard analysis critical control point) regulation as well safety regulation set by the store

Bakery and Pastry Supervisor
Maf-Carrefour Hypermarket

June 2005 – July 2006
Riyadh, Saudi Arabia

- Assist bakery manager in coaching, mentoring, and leading direct reports to accomplish goals of the departments financial plan and personal goals for each staff member
- Supervise department personnel to ensure satisfactory performance of all job functions and compliance with company policies, operating procedures and governmental regulations
- Evaluate product quality, selection, condition and merchandising throughout the department repeatedly throughout assigned shift to ensure that appropriate conditions are maintained.
- Monitor departments to ensure food safety requirements are adhered to including hand washing, temping, food storage and employee health, and taking action as needed to correct unsafe situations. Maintain a safe and secure environment, adhering to all safety, food safety, and security programs, guidelines and regulations.

International Cook/Baker

National Oilfield Catering Company

Year 2002 – 2004

Tripoli, Libya

- Cooks various foods for the banquet area with emphasis on entrees and side vegetables and casseroles.
- Cooks for catering events
- Supervise and participate in the work of preparing a large volume of meats, vegetables, and other foods
- Consult with supervisor to determine best methods of preparation for individual food items
- Assist in planning menus and in devising means of using left-over foods

Cook/Baker

Cargo Vessel Hokuyo lines

Year 2000- 2001

South, Korea

- Plans menu, taking advantage of foods in season and local availability
- Maintains an adequate stock of provisions, while staying within budget if possible
- Responsible for order of all necessary galley provisions and keeping of records and accounts
- Preparing meals in quantities according to menu and number of persons to be served; crew size ranges from 7 to 50, with 12 being the norm
- Bakes bread and pastries from scratch and cuts meat

Cook

Rock-A1 Fine Dining Restaurant

Year 1999 – 2000

Manila, Philippines

- Responsible in preparing of Continental and Various Foods
- Prepare special menus

Cook

Marthas Plate Catering Services

Year 1998 – 1999

Marikina, Philippines

- Preparing of Western and Continental food
- Giving a significant assistance in planning menus, devising ways of using left-over foods, and determining quantities of foodstuffs required in preparing banquets and regular meals
- Can handled of the materials, methods, and equipment used in preparing food on a large scale
- Cook of a large variety of food recipes
- Follow of health hazards in food preparation and service, and of necessary precautionary measures

Cook

J.H Cycling Station Restaurant

Year 1993 – 1998

Manila, Philippines

- Preparing of Asians and all sizzling food.
- Cook various foods for the banquet area
- Cook for catered events
- Prepare special menus

REFERENCES:

References are available upon request.