AIRES DENEB MONFERO

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Visa Status: Transferable with NOC



Education

Bachelor of Science in Hotel and Restaurant Management
First Asia Institute of Technology and Humanities,
Tanauan City Batangas, Philippines
May 2013 - Dec 2017

Employment

Admin Assistant/Storekeeper
September 06, 2021 – March 27, 2024
PATMON HARDWARE, Balagbag Lipa City Batangas Philippines

- Provides administrative support to ensure efficient office operations.
- Maintains physical and digital filing systems.
- Answers phone calls and directs callers to appropriate personnel, signs for incoming packages, and assists clients and other visitors.
- Responds to emails and other digital queries and correspondence.
- Drafts and edits letters, reports, and other documents.
- Inputs and updates information in databases and spreadsheets.
- Works with maintenance staff and outside vendors to ensure office equipment is in good working order and office supplies are always on hand.
- Works closely with other administrative staff and supports other colleagues as needed.
- Ensures that deadlines are met and adapts to changing priorities.
- Receive, inspect, and verify incoming goods against purchase orders and delivery notes.
- Unpack, label, and store incoming goods in designated locations.
- Maintain accurate records of inventory levels, stock movements, and transactions using inventory management software.
- Monitor stock levels and reorder supplies as needed to maintain optimal inventory levels.
- Pick, pack, and prepare orders for delivery or shipment to customers.
- Coordinate with suppliers, freight forwarders, and logistics providers to ensure timely delivery of goods.
- Conduct regular stock counts and reconcile discrepancies between physical stock and system records.
- Ensure compliance with health and safety regulations and warehouse procedures.
- Assist with other warehouse tasks and duties as assigned.

Assistant Food and Beverage Manager
Dec 2020 - Aug 2021
La Vida Resort and Events Center Lodlod, Lipa City Philippines

- Ensure health code and sanitation process.
- Assisting with marketing events.
- Manage staff schedule.
- Managing daily food and beverages operation.

- Overseeing operations in various outlets within the hotel- including restaurant.
- Responsible for collaborating with kitchen in regard to reservations and forecast.
- Responsible for preparing the floor layout and the assignment for the staff.
- Successfully planning and organizing numerous events and requisition list.
- Resolving many customers complain and always ensure the customers leave satisfied.

Chief Cook
Aug 2020 - Oct 2020
Crystal Shipping, Inc., Paco, Manila Philippines

- Creating and implementing menus, considering the staff preferences and dietary restrictions, as well as the availability of ingredients.
- Managing the daily operations of the kitchen, including scheduling staff, ordering supplies, and managing the kitchen budget.
- Training and supervising the kitchen staff
- Ensure that all staff members are properly trained and adhere to food safety and sanitation guidelines.
- Prepares and cooks food to the highest standard.
- Ensuring that the kitchen is a safe working environment for staff and that all safety and sanitation guidelines are followed.
- Monitoring inventory, ordering and maintaining proper supplies, and keeping track of food costs.

Skills

- Computer literacy in Microsoft Office (i.e., MSWord, Excel, PowerPoint) and Open Office
- Team player
- Leadership capabilities
- Can work with minimal supervision.
- Ships' Catering (Ships' Cook)
- Food Safety
- Food Preparation
- Table Setting
- Customer Service

Languages

- **English**
- **Tagalog (Mother Tongue)**

Training and Certificate

SHIP'S CATERING SERVICES (MESSMAN)
CERTIFICATE NO. 19130601009409
National Certificate I
Technical Education and Skills Development Authority (TESDA)
February 01, 2019

SHIP'S CATERING SERVICES (SHIPS' COOKS)
CERTIFICATE NO. 19130603032890
National Certificate III
Technical Education and Skills Development Authority (TESDA)
March 19, 2019