



Christopher Lloyd Jardeleza

Seeking a job that can enhance my ability to do my work well and right goals for the company and myself. To develop any learning skills and professionalism. I will prove to be an honest and good human.

Contact

Phone

+971-55-289-3552

Email

chrisjardeleza07@gmail.com

Address

Sharjah, United Arab Emirates

Education

2021 - 2022

BS in Aircraft Maintenance Technology
PATTS College of Aeronautics

2020

Accountancy, Business and Management
Ramon Pascual Institute

Personal Details

Birthdate: May 7, 2002

Civil Status: Single

Nationality: Filipino

Age: 21

Visa Status: Visit Visa

Expiry: March 2024

Language

Filipino

English

Experience

February 2023 - November 2023

LACERTA Shipping Agencies Phils., Inc. | Manila, Philippines

Front Office Receptionist

- Greeting visitors and clients.
- Handling transcription, print, and photocopying.
- Managing meeting room availability.
- Scheduling appointments.
- Maintain office security by following safety procedures and controlling access via the reception desk.
- Monitor logbook and issue visitor badges.
- Maintaining safety and hygiene standards of the reception area.

April 2021 - April 2022

Jollibee (Fast Food) | Manila, Philippines

Service Crew

- Greet and assist customers.
- Maintain cleanliness and hygiene in working environment.
- Welcome customers.
- Take and prepare orders.
- Followed proper food handling methods.
- Adhere to all food safety regulations.
- Assisting with the management of food hygiene practices.
- Monitoring portion and waste control.
- Oversee the storage of products, particularly fragile items.
- Maintains a clean kitchen, properly washes and sorts soiled dishes.
- Maintains clean/dry floors throughout the shift.
- Handle miscellaneous tasks as needed to support the team's goals.
- Maintain professionalism and positive attitude.
- Provide good customer service.

Summary of Qualifications

- Management skills
- Responsible and accountable for actions taken
- Dedicated to work
- Attention to detail
- Calm under pressure
- Adaptability to change and willingness to embrace new ideas and processes
- Able to adjust to all working conditions and willing to undergo training
- Willingness to learn