

Resume

Wendell Francis

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Chaguanas

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Aim

To add value to myself and my place of work.

Achievements

- ✓ Zanzibar Restaurant Employee Of The Month For September 2016
- ✓ Certificate Of Merit For Outstanding Performance In Academic Studies At Trinity College In 2012
- ✓ Certificate Of Merit For Outstanding Performance In Academic Studies At Trinity College In 2013
- ✓ Business Certificate In 2015 As A Private Candidate
- ✓ Certificates Of Completion For Programming Tutorial Courses In Java, JavaScript, HTML, CSS, jQuery, PHP, SQL And Ruby In 2017

Schools attended

- ✓ Recently Started Classes at Cts College Pursuing My ABMA In Information Systems
- ✓ Trinity College Moka (2007 – 2014)
- ✓ Diego Martin Boys' RC (2005 – 2007)
- ✓ Morvant New Gov't Primary (2002 – 2005)

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Work experience

- ✓ Zanzibar & Kaizan Sushi Restaurants - Inventory Clerk, Waiter, Busser (2015 To 2017)

Responsibilities included:

1. Replenishing of kitchen and bar inventory for Zanzibar and Kaizan sushi as needed to ensure the restaurant always has everything needed to facilitate smooth operations
2. Proper handling of liquor licenses as specified by customs and excise
3. Providing top class customer service
4. Ensuring the restaurant appearance standards are upheld
5. Facilitating monthly inventory checks for Zanzibar's kitchen inventory and bi weekly inventory checks for Zanzibar and Kaizan sushi's bar inventory
6. Emailing orders to suppliers for both restaurants normally via oracle's MICROS web application
7. Properly Recording all bar items received and dispersed in and between the restaurants
8. Dispersing bar items requested via requisition sheets filled out by bartenders daily
9. Ensuring the stockroom is to the standards of all potential auditors
10. Ensuring proper rotation of inventory based on the FIFO concept
11. Tracking and recording the movement of all inventory at Zanzibar Price Plaza and of all bar inventory at Kaizan Sushi Price Plaza.

- ✓ Reflections Auto Spa - General Worker (2014 - 2015)

Responsibilities included:

1. Car care via shampooing and pressure washing of vehicles
2. Providing good customer service

- ✓ FHS United Supermarket - Cashier, Wrapper (2013 - 2014)

Responsibilities included:

1. Issuing of petty cash vouchers to suppliers
2. Providing good customer service

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3. Carrying out linx, visa and even TT food card transactions

- ✓ Sing Chong Supermarket - Cashier, Wrapper (2012 - 2014)

Responsibilities included:

1. Issuing of petty cash vouchers to suppliers
2. Providing good customer service
3. Carrying out linx, visa and even TT food card transactions

Qualifications

CSEC

- ✓ English A, Principles Of Business, Information Technology (Grade 1)
- ✓ Integrated Science (Grade 2)
- ✓ Spanish, Social Studies, Mathematics, Economics And Principles Of Accounting (Grade 3)

CAPE

- ✓ Management Of Business Unit 1 (Grade 3)
- ✓ Accounting And Communication Studies Unit 1 (Grade 4)

References

- ✓ Jason Hadley (Past Restaurant Manager At Zanzibar And Kaizan Sushi Price Plaza)
Cell: 713-8266
- ✓ Ryan Wong Fong (Manager At Reflections Auto Spa And Detailing)
Cell : 463-5477