

RESUME



PERSONAL DATA

Name : Alnajil B. Bara
Address : Guiwen aurora village

Cellphone No. : 09151918037
Name of Father : Anggay A. Bara
Name of Mother : Hamsira hadjirul Bara

PERSONAL INFORMATION:

Physical Details : (Age) 30 years old, (Height) 5'6"
(Sex) Male
Date of Birth : April 28, 1992j
Place of Birth : Languyan tawi-tawi
Nationality : Filipino-Muslim
Email Address : alnajilbara@gmail.com
Language or Dialect
I can speak or write : English Tagalog Arabic

EDUCATIONAL ATTAINMENT:

Elementary : Nalil Elementary School
(2003-2006)
High School : Southwestern Mindanao Islamic institute
(2006-2010)
College : universidad De Zamboanga
(2012-2014)
Degree : Bachelor of Science in Computer Technology

TRAINING / SEMINAR / AWARDS:

NATIONAL CERTIFICATE II (Technical Drafting Dec. 26, 2017 to Dec. 25, 2022)

CERTIFCATE OF TRAINING (3D MAX using Mental Ray and Vray Rendering given August 16, 2014)

CERTIFICATE OF TRAINING (AutoCAD 2D and 3D Advanced Modeling given June 8, 2014)

CERTIFICATE EXPERIENCE (Food Service Worker April 30, 2018 to April 29, 2020)

CERTIFICATE OF II (DRIVING SCHOOL)

EXPERIENCE RECORD:

From	To	Comp. Name	Position
FEBRUARY 12, 2015	MARCH 19, 2017	CADDMAX	DRAFTING
MAY 7, 2017	OCTOBER 7, 2017	KCC MALL DE ZAMBOANGA	SALES ASSOCIATE
APRIL 30, 2018	APRIL 29, 2020	KINGDOM OF SAUDI ARABIA	FOOD SERVICE WORKER

SKILLS:

Computer Literate (MS Word, MS Excel, MS Power point)

Mastery in Office Procedures (Handling Calls, Handling Mails, Filling Etc.)

Willing to listen

JOB AND RESPONSIBILITIES:

Provide excellent customer services that promote satisfaction

Welcome customers as they come into the restaurant

Help customers to settle down and also take their orders

Process customers' orders and generate their bills

Provide answers to queries presented by clients regarding services and offers made available by the restaurant

Clean all tables after clients have left and get such tables prepared for the next set of clients

Serve and pack warm foods to clients in an effective manner and in strict accordance to the orders of such clients

Assist kitchen staff and outdoor delivery staff whenever such assistance is required

Maintain chart of all available deals and products periodically and refresh such chart on daily

Took initiative to find extra tasks when scheduled duties were completed

Cross-trained new crew members

(I hereby certify that the facts contained in this resume and information are true and correct to the best of my knowledge and beliefs.)

ALNAJIL B. BARA
Applicant