



Amer Basman Rasuman

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09301131303

Present Address:

Block 215/ lot 36. Dinar street/ barangay North Fairview.,
Quezon city 1112, Metro Manila, Philippines

Basic Information

Age 33	Birth Date Dec 23, 1989	Gender Male	Civil Status Married
Height (cm) 57	Weight (kg) 60	Nationality Filipino	Religion Islam

Work Experience

I have been working for 7.32 years

Jul 2020 - Jul 2022
(2 Years, 4 Weeks)

Barista

Boss coffee

Food & Beverage / Catering / Restaurant

Marawi city

JOB RESPONSIBILITIES

Preparing and serving coffee and espresso-based beverages according to customer preferences.

Operating and maintaining coffee equipment, such as espresso machines and grinders, to ensure quality and consistency.

Maintaining cleanliness and organization in the coffee shop, including cleaning equipment and work surfaces.

Keeping track of inventory and restocking supplies, such as coffee beans, milk, and syrup.

Interacting with customers in a friendly and professional manner, taking orders, and providing recommendations.

Creating latte art designs to add a personal touch to coffee drinks.

Processing payments and managing cash registers and credit card transactions.

Following health and safety guidelines, such as wearing protective equipment and sanitizing food and drink preparations areas.

Collaborating with coworkers to ensure smooth operations in the coffee shop.

Overall, a barista plays a vital role in the coffee shop, as they are responsible for creating a positive and enjoyable experience for customers while providing high-quality coffee and espresso beverages.

Jan 2019 - Jan 2021
(2 Years, 1 Month)

Driver

Khadija

Construction / Building / Engineering

Marawi city

JOB RESPONSIBILITIES

Transporting clients from airports to hotels and vice versa.

Carrying out vehicles maintenance checks.

Delivering packages to customers in a timely manner.

Picking up office purchases or other administrative needs.

Utilizing navigations apps to find the most optimal route.

Interacting with clients in professional conduct.

Working at night and on weekends.

Maintaining and organized travel schedule.

Ensuring that vehicles have sufficient gas and are always ready for use.

Arranging for vehicle repairs when necessary.

Updating monthly mileage records.

Driving a variety of vehicles , including motorbikes , car, buses and trucks.

Jan 2017 - Jan 2018
(1 Year, 4 Weeks)

Waiter

Torogan coffee

Food & Beverage / Catering / Restaurant

Cagayan de Oro city

WAITRESS/WAITER JOB PURPOSE

Greet customers and offers restaurant cafe menus, answers questions about menu offerings, processes food and drink order from kitchen to tables, and prepare bills and process payments.

WAITRESS/WAITER JOB DUTIES

Welcome customers when they arrive at a restaurant, cafe, or other drinking establishment.

Introduces customers to the menu and announces daily or seasonal menu specials.

Answers questions about menu items, ingredients, and pricing.

Takes customers' orders for food and drink by writing them on a ticket, entering them into a tablet, or memorizing them.

Passes customer orders along to kitchen staff for preparation.

Prepares drinks and Serves them to customers.

Collects food order from the kitchen, verifies that they are correct, and Serves them to customers.

Ensures that customers are satisfied with their meals and processes orders for additional courses if necessary.

Removes used dishes, glasses, and flatware from tables.

Prepares cheques and delivers them to customers.

Processes cash and credits card payments and returns change to customers if necessary.

Set tables with dishes, glasses, and flatware and refills condiments.

Maintains familiarity with menu items, specials, and restaurant information.

Meets with managers and wait staff daily or regularly in order to learn about menu changes and specials as well as discuss upcoming reservations and customers with special needs.

Feb 2014 - Feb 2016
(2 Years, 3 Weeks)

Room attendant

Makkah clock royal tower a Fairmont hotel
Hotel / Hospitality
Makkah

JOB RESPONSIBILITIES

Greeting guests and responding to queries.
Changing bed linen and making beds.

Replacing used towels and other bathroom amenities, such as shampoo, and soap.

Sweeping and mopping floors.

Vacuuming carpets.

Dusting and polishing furnitures.

Emptying trash containers and ashtrays.

Restocking beverages and food items in the minibar.

Cleaning public areas , such as corridors.

Reporting any technical issues and maintenance needs.

Updating status of guest room on assignment sheet.

Returning and restocking cleaning cart at shift end.

Educational Attainment

Apr 2010 - Apr 2013

Lanao central college incorporated

Bachelor's / College Degree

Criminology

Government Documents

Passport

ID Number: P3565855C

Place of Issue: DFA CDO

Date of Expiration: Mar 13, 2032

Skills

Collaboration skills | Interpersonal skills | Organizing and prioritizing skills | Problem solving skills | Time management skills | Computer proficiency skill | Social media skills | Customer service skills | Adaptability & flexibility skills | Commercial awareness skills

Languages

English | Pilipino | Arabic

Character References

Aslima Disomimba

House wife

None

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