



# ABDULRAJAK S. OMAR


## OBJECTIVES


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Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learning. To get an opportunity where I can make the best of my potential and contribute to the company's growth and also to obtain and use my experiences.

## CONTACT INFORMATION

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 09365514735 / 09757713137

 Jakeomar184@gmail.com

 ML- Quezon National High  
Way Pusok Lapu lapu City

## QUALIFICATION SKILLS

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- Understands oral and written instructions
- Prioritizes work
- Organized with attention to detail.
- Extremely motivated, passionate and having strong knowledge.
- Dependable, Honest and Hardworking.
- Responsible for all task assigned.
- Ability to stay calm under pressure
- Ambitious in productive way.
- Doing other duties as needed

## PERSONAL INFORMATION

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Birthday	April 18, 1978
Birth Place	Tawi-tawi
Nationality	Filipino
Gender	Male
Civil Status	Married
Height	5'8 ft
Weight	71 kg
Religion	Islam

## WORK EXPERIENCE

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### Money Changing Services

#### ML -Quezon National High Way Pusok Lapu-lapu City

##### Teller

##### Present Job

- Assisting customers with processing transactions, such as deposits, withdrawals, or payments, resolving complaints or account discrepancies, and answering questions.
- Informing customers about bank products and services.
- Tracking, recording, reporting, and storing information related to transactions, bank supplies, and customers, ensuring all information is accurate and complete.
- Maintaining and balancing cash drawers and reconciling discrepancies.
- Packaging cash and rolling coins to be stored in drawers.

### Mom's Halal Restaurant & Event Place

#### 11 Guevara st. Delmonte Ave. Quezon City

##### Chef Cook

##### 2022-2023

- Ensure ingredients and final products are fresh
- Follow recipes, including measuring, weighing and mixing ingredients
- Bake, grill, steam and boil meats, vegetables, fish, poultry and other foods
- Present, garnish and arrange final dishes
- Occasionally serve food
- Maintain a clean and safe work area, including handling utensils, equipment and dishes
- Handle and store ingredients and food
- Maintain food safety and sanitation standards
- Clean and sanitize work areas.

**Alsherra Restaurant**  
**Alsuedi Sultana Riyadh Saudi Arabia**  
**Cook**  
**2012-2014**

- Preparing and assembling ingredients for menu items.
- Preparing high-quality meals and food items according to company recipes.
- Storing excess food at the correct temperature in order to avoid spoilage.
- Ensuring that food portions and food presentation meet company standards.
- Monitoring supplies and re-ordering stock as needed.
- Ensuring that cooking utensils are clean before each use.
- Cleaning and sterilizing food preparation areas.
- Assisting other cooks to ensure that food orders are completed
- Efficiently resolving problems with customers' orders.
- Ensuring that food health and safety regulations are followed.

## **EDUCATION**

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### **TERTIARY**

**BSED Major in Filipino**

**2000-2001**

***Mindanao State University***

***Sanga Sanga Bongao Tawi tawi***

### **SECONDARY**

**1996-1997**

***Tubig Indangan National High School***

***Tubig Indangan Simunul Tawi tawi***

### **PRIMARY**

**1991-1992**

***Panglima Ebrahim Elementary School***

***Tubig Indangan Simunul Tawi tawi***

## **LANGUAGE**

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- **English**
- **Filipino**
- **Arabic**

  
**ABDULRAHMAN S. OMAR**  
Applicant