

JOHN RAINIER MALABRIGO ORTIZ

Current Address: Flat 21, Bldg. 72, Road 5003, Block 450, Al Maqsha, Bahrain
Mobile No: +973 3510 4425
E-mail: johnrainier0584.jro@gmail.com
Passport No: P0082673B
CPR/Driving License: 840554702
Notice Period: Can join immediately. Ready to work.



JOB OBJECTIVE

To gain a long term employment with a company that is on or looking to be on the cutting edge, a company that puts the value on people and the products they are promoting which will also utilize my skills as an individual and continue my career to benefit mutual growth and success.

WORKING EXPERIENCE

Position: ***F&B Administrator***
May 27, 2018 – May 26, 2020

Company: IKEA - Bahrain
Ghassan Ahmad Al Sulaiman Furniture Trading Company Spc
Shop 1263, Bldg. 574, Road 31, Block 611, Al-Hamriya, Kingdom of Bahrain

Task/Duties and Responsibilities:

- Food Safety.
- MS Navision8 administration.
- Responsible for making orders, creating LPO for suppliers and contacts with the suppliers.
- FIFO Stock and monthly stock taking. BBD system, in-place for all outlets.
- Maintain stocks PAR-level to supports daily operations and conducts monthly inventory.
- Business analysis KPIs.
- Reports to IFB Manager, support Group Leaders & Team Leaders in KPI follow up.
- Carrying out Shift Leader position to support the daily operations.
- Covering or Relieving Staff in the Cash line (POS).
- Carry out all actions in accordance with local laws as well as IKEA internal rules and guidelines.

Position: ***Receiver – Crew Trainer***
August 01, 2017 – May 09, 2018

Company: Shake Shack
The Avenues – Kingdom of Bahrain
M.H. Alshaya Trading W.L.L.

Task/Duties and Responsibilities:

- Responsible in receiving all deliveries for the restaurant and inventory.
 - Responsible for making orders, creating LPO for suppliers, contacts with the suppliers and update deliveries.
 - Maintain stocks PAR-level to supports daily operations.
 - Check expiries and short dated items and communicate with staffs/supervisors/managers.
 - Maintain inventory, invoice tracking and update in the system.
 - Follow up with the suppliers or to Supply Chain Dept. regarding the orders and bad orders.
 - Submit all documents (Invoice Summary Report and other invoice related documents) to Alshaya Head Office and Inventory Documents/Reports to the Brand (Shake Shack).
 - Supports and train “co-staff” in different restaurant or kitchen stations.
-

Position: ***Purchaser cum Inventory***
August 3, 2016 – July 23, 2017

Company: BonChon Restaurant Bahrain
Ali Hasan Aldhaen Restaurant Co. WLL
Warehouse 137, Bldg. 1643, Road 1727, Block 177, Hidd, Kingdom of Bahrain

Task/Duties and Responsibilities:

- Responsible in purchasing materials, ingredients and food items needed in Kitchen and Dining section
- Communicate to BonChon HQ-Korea regarding equipment and packaging material orders and arrange shipment.
- Negotiates with local suppliers to ensure that a fair price for goods and services is being received.
- Prepare replenishment report for the cash expenses and credit invoices and submit a daily purchase report to the accounts personnel.
- Receive and check all deliveries/packages and distributes appropriately to all branches.
- Arrange stocks and keeping order with the proper procedure of storing items and maintain records for warehouse inventory and control.
- Visits stores during weekends and assists Dining staffs in serving customers.
- Check with customers to ensure that they are enjoying their meals and take action to correct any problems

Position: ***Revenue & Stock Auditor***
September 1, 2015 - August 2, 2016

Company: Al Kindi Specialised Hospital W.L.L.
Service/Medical/Hospital
P.O. Box 3225, Manama Bahrain

Task/Duties and Responsibilities:

- Verifying appointments with billing including cancellations and refunds, discounts, and pending advances.
- Distribution of service tickets, managing the service tickets procedure and ensuring that service tickets are converted into bills.
- Verifying In-patient bills, medicine and consumable usage on each department with a special attention to operation theatre.
- Verifying injections/materials sold with the bills made.
- Verifying from cameras, if patient has given a receipt after the collection of cash.

Position: ***Purchasing Specialist***
November 11, 2012 – Aug 26, 2015

Purchasing Clerk
May 06, 2009 – October 2012

Company: Mirza Alhelli & Sons Co. Bsc - Aswaq Al Helli Supermarket
P.O. Box: 3225, Manama, Kingdom of Bahrain

Task/Duties and Responsibilities:

- Generates and conduct new prices of Fresh Items mainly on Veg. & Fruits and Fishes according to profit margin.
 - Matching vegetable, fruits and fish report from all branches prior to price changing and order process.
 - Prepares Good Receive Note for Fresh Vegetable, fruits and fishes.
 - Pushing new generated price list, pushing item code and linking barcodes/ new item listing.
 - Analyzing stocks and order process.
 - Assists in creating Purchase Order for Normal items and especially for Promotion items and Ramadan items.
 - Coordinates purchasing details with vendor and the Purchasing Department, including pricing revisions, order cancellation and invoice discrepancies.
 - Assists in receiving and checking all deliveries.
-

Position: ***Warehouse Encoder***

Nov. 12, 2008 – April 30, 2009

Company: DDC Land, Inc.

Lucero St., Brgy. Malusak, Sta. Rosa, Laguna, Philippines

Head Office: 1406 Marabella 1. Condo 2223 RoxasBlvd., Pasay City 1300, Philippines

Task/Duties and Responsibilities:

- Input or encode all material deliveries' documents.
- Prepare Purchase Requisition Slip as and schedules Batching plant order (for cement).
- Maintain files and prepare weekly and monthly report.
- Prepare weekly and monthly summary of all materials received.
- Monitor the duties and task of Warehouse Helpers.
- Receive deliveries especially Sands, Gravels, Soil, Boulders, Cement and Hollow Blocks.
- Random check Material Issuances to Contractors and maintain an updated Weekly Inventory Report.

Position: ***Receiving Checker***

Sept. 22, 2006 – Sept. 23, 2008

Company: Waltermart Ventures, Inc. - Waltermart Supermarket

Retail/Supermarket

Real, Calamba, Laguna, Philippines

Task/Duties and Responsibilities:

- Responsible in receiving all supermarket stocks from supplier using PDT or Data Collector.
- Ensure that all stocks received and released are checked in terms of quality, description & quantity of the actual item against documents.
- Ensure that transfers are actually received by the receiving branch by comparing acknowledged Stock Transfer Slip vs. System.
- Ensure that Security Guards comply with SOP in monitoring.
- Receipt and releases of stocks that pass through the receiving/releasing area.
- Responsible for inventory and good stock keeping.

Position: ***Sales Executive***

Sept. 24, 2005 – Sept. 20, 2006

Company: Ceramic Plaza - Federal Hardware

Retailer of Floor Coverings and Hardware

Bo. Makiling, Calamba, Laguna, Philippines

Task/Duties and Responsibilities:

- Welcomes customers by greeting them; offering them assistance.
 - Directs customers by escorting them to racks and counters; suggesting items.
 - Advises customers by providing information on products.
 - Helps customer make selections by building customer confidence; offering suggestions and opinions.
 - Keeps clientele informed by notifying them of preferred customer sales and future merchandise of potential interest.
 - Contributes to team effort by accomplishing related results as needed.
-

HIGHEST EDUCATIONAL ATTAINMENT – AWARDS AND CERTIFICATIONS

<i>Tertiary</i> (2001 – 2005)	BACHELOR OF SCIENCE IN ENTREPRENEURIAL MANAGEMENT POLYTECHNIC UNIVERSITY OF THE PHILIPPINES - Sto. Tomas Extension Sto. Tomas, Batangas, Philippines
<i>Short Courses</i> <i>Certification</i> (Feb.-Mar.2017)	BASIC ADOBE PHOTOSHOP BASIC PHOTOGRAPHY INMA Training and Development Centre – Filipino Institute Bahrain 2F Suite 22, Bldg. 152, Road 408, Salmabad 704, Kingdom of Bahrain
<i>Special Certification</i> (Dec. 2016 – Sept. 2017)	Trainer – Basic Guitar Course Batch 1 to 4 Trainer – Basic Violin Course Batch 2 and 3 INMA Training and Development Centre Bahrain – Filipino Institute Bahrain Training Plus Institute Bahrain – Filipino Institute Bahrain

SKILLS

- Purchasing/Warehouse/Inventory/Retail/Sales.
- Knowledge in Oracle based system (MIS, EMS, HMS, Tally9 (basic) GOLD, MS Navision8)
- Assembling desktop computer.
- Basic Adobe Photoshop and Photography.
- Basic CCTV and DVR installing.
- Musical skills.

PERSONAL DATA

<i>Date of Birth:</i>	May 24, 1984
<i>Place of Birth:</i>	Calamba, Laguna, Philippines
<i>Dependent/Children:</i>	1
<i>Height:</i>	173 cm
<i>Weight:</i>	67kg
<i>Nationality:</i>	Filipino
<i>Religion:</i>	Seventh-day Adventist
<i>Father:</i>	Lucio V. Ortiz
<i>Mother:</i>	Ludivina M. Ortiz

I hereby declare that the above statements are true to the best of my knowledge and belief.

John Rainier Malabrigo Ortiz