**Dayo, Chester Joy D.**

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CAREER OBJECTIVE………………………………………………………………………………….. ACACC...

To be able to join a company that will provide a position that is suitable to utilize my skills, enhance my capability, further improve my knowledge and who will compensate my hard work and dedication for contributing to the company’s objectives.

WORKING EXPERIENCE……………………………………………………………………………..

Company: **Coplant Coffee and Dessert,Food and Beverage/Catering/Restaurant**

Date: **July 2019- July 2023**

Position: **Barista**

Address: **Damman, Saudi Arabia,KSA**

* Responsible for the espresso calibration of the machine time to time to check the extract of espresso.
* Responsible for taking and serving orders to guests.
* Make art latte.
* Cleaning and sanitizing work areas, utensils and equipment specially closing time.
* Check and make back up if needed.
* Receiving and processing customer payments
* In charge of conducting daily, weekly and monthly inventories of the bar.

Company: **Friendly Touch Kitchen Exhaust Trading and Services**

Date: **February 2018-December 2018**

Position: **Maintenance**

Address: **Mandaluyong City, PHILIPPINES**

* Responsible for the preventive maintenance of gas pipe line and fire suppression.
* Installed gas pipe line and fire suppression.

Company: **London Fish & chips**

Date: **January 2016-January2018**

Position: **Service Crew / Cashier-Back up**

Address: **Riyadh, Saudi Arabia,KSA**

* Responsible for the Daily Operation of the cash desk.
* Responsible for taking and serving orders to guests.
* In charge of conducting daily, weekly and monthly inventories of the bar.
* Monitors daily sales and stocks which are directly reported to the Manager.

Company: **Wellmade Corporation**

Date: **March 2012 to December 2015**

Position: **Merchandiser/ Ordering**

Address; **Mandaluyong City, PHILIPPINES**

* Assigned in receiving the goods and ensure that sufficient stock is available for sorting
* Ensure that each kind of products will be sorted and categorized accordingly
* Coordinate with senior merchandiser for specifications and quantity of order
* Collection of cash or cheques upon delivery to clients.
* Ensure that the goods are of good condition upon reaching the place of delivery
* Close verification of goods while transmitting to the clients. Ensure the accuracy of the quantity delivered as with the orders placed

Company: **Colgate –Palmolive**

Date: **March 2010 to December 2012**

Position: **Merchandiser/ Assistant Delivery**

Address; **San Andres Bukid Manila** ,**PHILIPPINES**

* Delivery of shipping goods (e.g. Bill of Lading, Delivery Order) to the concern supermarket.
* Ensure the products are full of display, sort the item wise and inventory.
* Collection of cash and/or cheques from customers and issuance of receipt.
* Making a weekly report according to the sales movement.
* Responsible for safekeeping and maintenance the products to deliver the goods

EDUCATION……………………………………………………………………………………………..

• **Computer Technician**

Christian Mindanao Colleges ( 2006 – 2008 )

Jimenez Misamis Occidental

• **Secondary Level**

Sinonoc National High School ( 2002 -2006 )

Sinonoc, Sinacaban Misamis Occidental

• **Elementary Level**

Sinacaban Central School ( 2002 )

Sinacaban , Misamis Occidental

SKILLS & PERSONAL DEVELOPMENT……………………………………………………….

* Hardworking and willing to undergo new challenges
* Can work on Basic Microsoft Excel & Word
* Fluent in English and Filipino languages
* Good interpersonal relationship
* Dynamic team player & fast learner
* Honest & trustworthy

PERSONAL DATA……………………………………………………………………………………..

Date of Birth: March 18,1990

Place of Birth: Poblacion Sinacaban,Misamis Occidetal,Philippines

Civil Status: Single

Citizenship: Filipino

Religion: Christian

Height /Weight: 5’4/58kls.

Passport No: P1021895B

I hereby certify that the above information are true and correct to the best of my knowledge and belief.

**Chester Joy D. Dayo**

Applicant