



PETER PAUL Z. EGLORIA

PROFILE

Highly organized and detail oriented professional job seeker. Offering a strong background in data management, scheduling and office administration, combined with excellent interpersonal skills and proficiency in Microsoft Suite Committed to improving Office or Field Efficiency and Productivity by leveraging my 3+ years of experience in Managerial Position. Looking Forward to contributing my problem solving abilities and customer service skills to dynamic team.

WORK EXPERIENCE

BURGER KING

2024 - PRESENT

Assistant Restaurant Manager

- Prepare shift reports detailing sales, inventory usage and any notable incidents.
- Address or resolve operational issues that may arise during the shift
- Monitor and Manage inventory levels for food beverages and supplies
- Provide Guidance, training and support to ensure employees perform their duties effectively.
- Oversee cash handling procedures, including monitoring cash registers, preparing cash deposit and ensuring accuracy in financial transactions.
- Product Quality Management to ensure that the stock are in good and record customer concerns.
- Ordering of janitorial and Goods Supplies are in good forecast.
- Monitoring of variances everyday.

BURGER KING

2021-2024

Shift Manager

- Oversee cash handling procedures, including monitoring cash registers, preparing cash deposit and ensuring accuracy in financial transactions.
- Product Quality Management to ensure that the stock are in good and record customer concerns.
- Ordering of janitorial and Goods Supplies are in good forecast.
- Monitoring of variances everyday.

REFERENCE

Juniel Panerio

Payless Shoesource / Sales Supervisor

Phone: 09087311937

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Ritchelle Maglalang

Burger King/RGM

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CONTACT

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📍 Peace Valley Lahug, Cebu City

EDUCATION

2016-2020

CEBU EASTERN COLLEGE

- Bachelor of Science in Hotel and Restaurant Management

2010-2014

LAHUG NIGHT HIGH SCHOOL

SKILLS

- Computer Literate
- Proficient in Microsoft Office (Word, Excel & Powerpoint)
- Servsafe Training/Certificate
- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking