

# Ionut Alexandru Aarmeniei

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## Personal statement

Successful in meticulously managing logistics, planning employee schedules and communicating with other departments to provide smooth business operations. Talented in monitoring and replenishing current inventory stock based on consumer demand and sales forecasting.

## Employment history

### **CPC: Manager**

**November 2021 – present**

Key Responsibilities:

- Managing the shift on the allocated day
- Keep a good communication with suppliers
- Keeping up to date with new legislation for dangerous goods
- Maintaining a good environment of work
- Helping and guiding my team and new employee

### **CPC: Co-ordinator**

**November 2018 – 2021**

Key Responsibilities:

- Planning and distributing jobs to my team
- Report how the day was to manager
- Coordinate a team of 15 people
- Communicate and cooperate with supervisors and co-workers
- Health and Safety adherence

## **The Pheasant Inn- Sous Chef**

**October 2016 – December 2017**

Key Responsibilities:

- Assists head chef with menu creation;
- Prepare breakfast in the morning;
- Making sure there is enough stock of products for the next day;
- Coordinates with restaurant management team on supply ordering, budget and kitchen efficiency and staffing;
- Working with head chef to maintain kitchen organization, staff ability and training new employees;
- Ensures a first-in, first-out food rotation system and verifies all food products are properly dated and organized for quality assurance;

### **Education & qualifications**

- First Aid training
- Dangerous Goods certificate
- Entrepreneurial Competences Certificate, Cluj-Napoca;
- Chef certificate
- Digital competences certificate
- 2008-2012, National College of Transport- maths and informatics field, Piatra Neamt
- 2012-2015, Electronic and Telecommunication, Technical University, Cluj-Napoca

### **Core skills**

My core skills include:

- Focus on quality
- Great Organizer
- Fast Learner
- Can-do attitude
- Confident with Orbit
- IT skills: Microsoft Office: Word, Excel, PowerPoint  
JavaScript, CSS, PHP, MySQL, C++ and frameworks