* Success-driven professional with rapid career progression and record of over 2 years of working experience in business development, HR, sales, and office management in F&B and hospitality management sectors.
* A self-motivated team player that consistently strives to exceed expectations and targets.
* Excellent written and verbal communication, in addition to great analytical skills and attention to detail.
* Approachable, well presented and able to establish excellent working relationships in multinational and multicultural environments.

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| Objective | Currently looking for a suitable position with a reputable company where my expertise in operations, sales, administration, HR, and business development would be needed. |
| Summary of Qualifications**AND SKILLS** | Mid-level manager with over 2 years of experience (1 year part-time and over 1 year full-time), a Bachelor degree in Business Administration and a major in Management.* Proactive team player, self motivated and dependable
* Proven ability to manage complex and dynamic operations.

Expertise in Office Management, HR, Sales, Operations, and Business development. |
| EMPLOYMENT HISTORY | **Jasmi’s Corporation WLL** June 2014 to present**Business Development Manager/Operations Manager***Jasmi's is recognized amongst quick service restaurants and holds a significant share in the foodservice retail segment in the Kingdom of Bahrain. With over 25 stores all over the Kingdom, it is known to be a quality, family oriented Fast Food Hamburger chain. It started franchising in the Kingdom of Saudi Arabia and has future plans to expand to other places as well.*Duties and responsibilities * Identify new business opportunities and setting up meetings.
* Supply companies with HRS (Hotel & Restaurant Supplies).
* Train company’s staff and educate them about service etiquette.
* Assist recruitment team and identify shortfalls and bottlenecks.
* Assist HR and recruitment department with interviews and on boarding processes.
* Develop and maintain a database of all contacts.
* Involved in recruitment, managing recruiters.
* Ensuring positions are closed.
* Working closely with the creative department in the preparation and release of campaign materials (posters, banners, pamphlets)
* Handling the social media for the company as well as their sister companies.
* Deliver employee feedback from social media to top management.
* Visit restaurant branches and observe and monitor their overall daily operations.
* Monitor manpower schedule and the availability of stocks and transfer of products.
* Manage up to date expense reports and manage petty cash.
* Archive documentation as required.
* Schedule weekly staff meetings and monthly training sessions.
* Work closely with all external vendors to manage all office operations requirements.
* Manage inventory and stock orders.
* Follow up on orders confirmation.

**Luxe Living** June 2013 to May 2014**Sales Associate/HR Manager (part-time)***Exclusive showroom with well-known Furniture Brands such as Fendi and Rolf Benz and premier signature home accessories in the Kingdom of Bahrain.* Duties and responsibilities:* Interacted with customers and identified their needs (mostly done online).
* Updated customer information on databases.
* Managed product returns and exchange.
* Ensured that all purchased items are delivered to the customers in a prompt manner.
* Responded to customers’ requests and concerns in a resourceful manner.
* Involved in pre-screening candidates.
* Prepared official job offer letters for potential recruits after verification of their VISA status in LMRA (Labor Market regulatory Authority) portal.
* Aided in providing programs to support staff development (skill enhancement training such as seminars, and other types of training depending on an employee’s position in the company).
* Responded to customer enquiries in a timely and accurate manner.
* Maintained records of sales data.
* Wrote up concise sales proposals.
* Cold calling.

**Le Chocolat** May 2012 to August 2012**Operations Manager (part-time)***A French gourmet patisserie and casual dining restaurant in the Kingdom of Bahrain that rapidly gained popularity due to its signature desserts and its relaxing ambience that allows people to live and dine like a local in France.* Duties and responsibilities:* Administered and organized the affairs of the business.
* Ensured that all workings were manufactured in a correct, cost effective and timely manner in alignment with specifications and quality requirements.
* Supervised staff and ensured workplace and warehouse efficiency.
* Catered to clients’ or personnel’s concerns.
* Managed inventory of restaurant’s products.
* Documented and keep records of employee turnover.
* Gained problem-solving skills by assisting in resolving employee conflict and negotiations.
* Gained customer service experience, encouraged customer feedback and professionally handled complaints.
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| Education | 2008 - 2010 Ibn Khuldoon National School (IKNS),  ***International Baccalaureate Diploma (IB)*** 2010 - 2014 American University of Sharjah, ***Bachelor of Science in Business Administration (AACSB Accredited),****Majored in Business Management*  |
| Computer SkillS | * Proficient in MS Office suite, Word, PowerPoint, Movie Maker
* SAP (ERP software)
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| Languages(Native and Fluent) | * Arabic - Native
* English - Fluent
* Farsi - Fluent
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| **Awards and Certification** **Description: C:\Users\905368718\Documents\OMessenger\Received files\CV_Preview_Logo.jpg** **Gulfjobseeker.com CV No:** **1520622** | * 2012 – Writing Competition
* 2013 – Playwriting Contest
* 2013 – Exceeding Oral Expectations
* 2014 – X-Culture Certificate (collaborated with people overseas in completing a Business Policy & Strategy project)
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