**EILEEN **

Email: Eileen.330157@2freemail.com

**CAREER OBJECTIVE:**

Looking for a Restaurant Supervisor job with “Step In Restaurant,” to provide superior customer service to guests, ensure compliance with health and safety rules and regulations, and supervise staff.

**SUMMARY OF SKILLS:**

* Experience of supervising restaurant staff and daily operations
* Skilled in assisting Front Office Manager in improving customer service
* Ability to develop business relationship with guests and improve retention percentage
* Skilled in training, and managing restaurant staff
* Adept in coordinating with vendors and suppliers of food and beverages
* Proficient in managing financial operations and customer relations
* Excellent communication skills
* Capable of working for long hours
* Problem solving and decision making skills

**Work Experience:**

**RESTAURANT SUPERVISOR**

Russos New York Pizzeria ( November 15,2017 up to present)

Sahara Center Sharjah, UAE

* Overseeing several aspects of running a restaurant business
* Ensuring cleanliness of plates, flatware, kitchen, and guest area
* Inspecting light fixtures and safety instruments are functional
* Managing staff and maintaining relationship with suppliers
* Training, and managing employees and ensuring customer satisfaction
* Approving leaves and overtime of employees
* Weekly and Monthly Inventory
* Analyze staff evaluations and feedback to improve customer experience
* Maintain quality control of all the food served

**RESTAURANT SUPERVISOR**

Leten Modern Asian Dining Restaurant ( December 24,2015-November 11,2017)

Dubai Mall

* Assisted Restaurant Manager in maintaining stock and inventory of food and beverages
* Provided excellent guest experience and improved business of the restaurant
* Provided vital feedback to the chef and ensured standards are maintained
* Checked restaurant on daily basis to ensure cleanliness, high quality food and food presentation.
* Informed employees about daily events, and conducted pre-shift meetings to ensure they are clear about events
* Supervised check or credit policies and procedures and cash handling
* Generate weekly, monthly and annual reports

**Osh Kosh Bgosh (** December 2015)

Mall of the Emirates

Merchandiser

**Russos New York Pizzeria (** July 2015-December 2015))

Sahara Center Sharjah

Server, Barista, Host, Cashier

**Chopsticks Chinese Restaurant**

Dubai Mall

Server, Barista, Cashier, Host

**Butlers Chocolate Café (** September 2012-September 2014)

Sahara Center Sharjah

Server, Barista, Cashier, Host

**Red Marketing Research Services (**January 12,2011-August 16,2011)

General Malvar St. Makati Phils.

Team Leader ,Researcher, Interviewer

**EDUCATION**

AMA Computer College

Computer Systems Design and Programming

**REFERENCE:**

To be furnished upon request.