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| MarineMarine.366350@2freemail.com Dubai, United Arab Emirates | 2015-04-18 10 |
| A polite, well-spoken and hard worker personal with experience of working in a busy environment. Always approachable, cheerful and possessing good observation skills as well as the ability to work alone or as part of a team. Keen to find a challenging position within an exciting employer where I will be able to continue to increase my work experience & develop my abilities. |

**EMPLOYMENT EXPERIENCE:**

**Demir Pasha Restaurant Sept. 2016 to present**

**Restaurant Supervisor**

* Schedule all activities for restaurant staff according to guidelines and ensure proper uniform of staff at all times and provide assist to all guest and administer all requirements for meals.
* Maintain all restaurant equipment and records and ensure compliance to all standards and perform work according to policies and procedures.
* Supervise all kitchen and dining room activities and ensure optimal quality of all production and coordinate with guests to maintain optimal level of customer satisfaction and analyze all customer requirements and provide efficient response.
* Collaborate with manager to review all employee performance and provide training to increase all performance and monitor all guest requests efficiently to achieve all customer objectives.
* Manage all storage supplies and assign staff in all requisition activities and evaluate all daily specials.
* Oversee all work in shift and restock all supplies at end of shift and perform regular inspections on all equipment and recommend required repairs.

**Al Bait Al Qadeem Restaurant Feb. 2014 to May 2016**

**Restaurant Waiter-Juice maker**

* Greeting customers at their arrival to the restaurant.
* Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
* Collect payments from customers. Identified ways to maximize the relationship with clients and deliver added value.
* Take orders from patrons for food or beverages.
* Serve food or beverages to patrons, and prepare or serve specialty dishes at tables as required.
* Present menus to patrons and answer questions about menu items, making recommendations upon request.
* Prepare hot, cold, and mixed drinks for patrons.
* Roll silverware, set up food stations or set up dining areas to prepare for the next shift or for large parties.
* Inform customers of daily specials.
* Stock service areas with supplies such as coffee, food, tableware, and linens.
* Explain how various menu items are prepared, describing ingredients and cooking methods.
* Prepare tables for meals, including setting up items such as linens, silverware, and glassware.
* Remove dishes and glasses from tables or counters; take them to kitchen for cleaning.
* Escort customers to their tables.
* Provide guests with information about local areas, including giving directions.

**Indo-Georgian Agro-Business Group Georgia-Tbilisi May 2009 to Jan. 2014**

**Personal assistant to Managing Director**

* Responsible for translation to Georgian, Russian and Armenian to English.
* Devising and maintaining office systems, including data management and filing.
* Travelling with the manager to take notes or dictation at meetings or to provide general assistance during presentations.
* Meeting and greeting visitors at all levels of seniority.
* Organizing and maintaining diaries and making appointments.
* Dealing with incoming email, faxes and post, often corresponding on behalf of the manager.
* Organizing and attending meetings and ensuring the manager is well prepared for meetings.
* Liaising with clients, suppliers and other staff.
* Carrying out specific projects and research.

**Cigar Bar Georgia-Tbilisi Oct. 2004 to Nov. 2008**

**Manager bartender**

**Shop Victoria Russia-Moscow Jun. 2003 to Sep. 2003**

**Sales executive**

**Lawyers Association of Georgia Georgia-Tbilisi Sep. 2000 to Mar. 2003**

**Lawyer Assistant**

**EDUCATION**

* Diploma in law, May 2000 - Independent University of Tbilisi “Iberia”, Tbilisi, Georgia
* High school diploma, May 1995

**COMPETENCES**

* Honest: Not lying, cheating or stealing, sincere.
* Careful: Watchful, cautious, and concerned for.
* Broad-minded: Being tolerant or liberal in thought or opinion.
* Accurate: Careful, precise, and free from error.
* Alert: Watchful, wide awake, ready to act.
* Attentive: To notice, pay attention to, careful attention.
* Calm: Stillness, serenity, peaceful, undisturbed.
* Confident: Trusting, fully assured, belief, trust in you.
* Cooperative: Work well with others.
* Dedicated: Devoted to aims or vocation.
* Consistent: Constant to same principles, not changing.
* Ambitious: Full of ambition, strong desire "to do" something.
* Adaptable: Able to adapt oneself to new surroundings; to make suitable change so as to fit new conditions.
* Competent: Adequately qualified, ability.
* Motivated: The inner reason for any act; as, hunger might be the motive for working.
* Practical: Inclined or suited to useful action, rather that speculation.
* Energetic: Active, full of life, vigorous, an energetic worker.
* Flexible: Manageable, adaptable, and versatile.
* Hardworking: Done with energy, industrious.
* Independent: Ability to work on your own without being constantly supervised.
* Innovative: Make changes, introduction of something new.
* Optimistic: View that good prevails over evil.
* Organized: Place things in working order.
* People-oriented: Enjoy working/being with people.
* Realistic: Practical views/policy, truth/detail, presenting people/scenes as they are.
* Responsible: Capable of rational conduct, trustworthy.

**INTERESTS**

* Sports and music
* Reading and surfing internet.

**LANGUAGES**

* Armenian mother tongue language.
* Fluent Russian and Georgian both spoken and written.
* Fluent in English both spoken and written.

*References are furnished upon request*