**Brunilda** 

Abu Dhabi, UAE

Email: [brunilda.374657@2freemail.com](mailto:brunilda.374657@2freemail.com)

|  |
| --- |
| **Personal Details:** |

Nationality: Albanian

Marital Status: Single

Gender: Female

Date of Birth: 25/09/1990

|  |
| --- |
| **Job Objective:** |

Interested in joining an organization where I will have enough opportunity to acquire knowledge and information in order to give my best. I want to bring novel and noble things to the table, for I believe in how much I can give to the organization rather than how much the organization can give me.

|  |
| --- |
| **Education:** |

2009 - **Bachelor Degree in Psychology**

American University of Tirana, Tirana Albania

2005 – 2009 **High School Certificate**

Themistokli Germenji, Korca, Albania

|  |
| --- |
| **Work Experience:** |

**Ward & Yasmeen Catering Company, Abu Dhabi**

**Position: Operation Manager**

**August 2016 - present**

**DUTIES AND RESPONSIBILITIES**

* planning menus in consultation with chefs
* ordering supplies
* hiring, training, supervising and motivating permanent and temporary staff
* organising staff rotas
* ensuring that health and safety regulations are strictly observed, recorded and archived
* monitoring the quality of the product and service provided
* keeping to budgets and maintaining financial and administrative records.

**Global Catering, Abu Dhabi**

**Position: Area Manager**

**February 2015 to July 2016**

**DUTIES AND RESPONSIBILITIES**

* Manage the operational aspects of stores within your assigned area
* Oversee regional and area managers and their employees
* Collaborate with department leaders to create strategic plans aligned with company objectives
* Ensure that sites in your jurisdiction are compliant with company guidelines and protocols
* Establish training programs for staff members to improve sales outcomes
* Develop processes for location and individual performance evaluations
* Monitor and control inventory at each location
* Coordinate transportation and distribution of stock
* Devise and implement sales and marketing campaigns
* Create incentives to motivate employees to meet sales goals
* Collect data and analyze reports to inform decision-making
* Review historical operations data and reports to identify areas for improvement and innovation
* Maintain financial information; prepare budgets; approve expenditures

**Sheraton Hotel, Tirana Albania**

**Position: Hotel event coordinator**

**December 2009 to December 2014**

**DUTIES AND RESPONSIBILITIES**:

* Plan event with attention to financial and time constraints
* Book venues and schedule speakers
* Research vendors (catering, decorators, musicians etc.) and choose the best combination of quality and cost
* Negotiate with vendors to achieve the most favorable terms
* Hire personnel
* Manage all event operations (preparing venue, invitations etc.)
* Do final checks at the day of the event (e.g. tables, technology) to ensure everything meets standards
* Oversee event happenings and act quickly to resolve problems
* Evaluate event’s success and submit reports

|  |
| --- |
| **Personal skills and competences:** |

* Good and correct communication with others.
* Eloquence in speaking.
* Logic and analyzing thinking.
* Good interacting and adapting skills in group work.

|  |
| --- |
| **Languages** |

Albanian: Native Language.

English

Italian

Spanish

Turkish

|  |
| --- |
| **Computer Skills** |

* Microsoft Office (Word, Excel, PowerPoint, Access, Outlook, Class)
* Fully capable of using Internet for general & research purposes

|  |
| --- |
| **ADDITIONAL SKILLS** |

**Soft Skills:**

• Excellent verbal and written communication skills and ability to interact effectively with

all levels of an organization

• Strong attention to detail and problem solving skills

• Proficient working with a PC, Microsoft Office (Word, Excel, PowerPoint, Access, Outlook)

• Customer service-oriented and able to archive the goals of the department

• Strong Capabilities at English and Italian Typing

• Fully capable of using Internet for general & research purposes

• Ability to work under pressure

• Strong negotiation skills and ability to influence

• Ability to apply academic knowledge to real life situations

• Team player

• Flexibility to perform various tasks

• Organized

• Good Implementer

• Commitment