**GERARD**

**DOB: 21/12/1991**

**PROFESSIONAL EXPERIENCE**



Sep 2019 – Mar 2020 **Lebanon Club Based Company –** *Food & Beverage Manager* *Beirut - Lebanon*

1. **Overseeing staff performance & ensuring quality dining** o Managing and storing vendors contracts and invoices

o Overseeing stock levels & ordering supplies

o Ensuring compliance with hygiene, health & safety

Dec 2018 – Aug 2019 **CAVIAR SUSHI BAR –** *Restaurant Manager* *Beirut - Lebanon*

1. **Managing the daily operations of the outlet**
2. Ensuring operational excellence to grow store sales by maximizing profits, productivity

& cost control

1. Ensuring a clean, safe and friendly working environment for all team members.
2. Managing the shift in order to sustain the standards specially in serving food safety and

product quality

1. Setting a weekly and monthly sales target and motivating the team in order to achieve it

through building customer service awareness

1. Making sure that Health & Safety rules are followed by all team members.

Jun 2016 – Nov 2018 **FABRIK Rooftop by Ghia Holding –** *Assistant Manager* *Beirut - Lebanon*

1. **Allocating jobs and workloads to individual staff members based on their ability.** o Giving prompt and accurate information on individual staff member performance. o Making sure all tasks given to staff are done on time and to the required standard. o Ensuring a clean, safe and friendly working environment for all team members.

o Ensuring that there is a certain level is slack in the system to cover busy periods. o Managing any staff sickness levels and organizing the necessary cover.

April 2012 – Feb 2015 **COZMO Restaurant by Boobess Group –** *Shift Leader* *Beirut - Lebanon*

1. **Directly supervising, evaluating, and supporting a team of over 30 staff members** o Managing the professional development and certification of the staff to ensure that

all regulatory and customer service standards were met and maintained.

o Managing all general duties to ensure safety and sanitary standards are met throughout all phases of food preparation and cooking.

o Implementing all measures and actions to ensure food acceptability, safety control, and sanitation, dining facility décor, and enhancement of customer service.

o Ordering, receiving, stocking, and managing inventory

o Over sawing daily, weekly, and monthly audits of inventory to ensure accuracy in cost-control and waste control procedures to prevent shrinkage.

March 2009 – April 2012 **BOBS Restaurant by Boobess Group –** *Head waiter* *Beirut - Lebanon*

1. **Check with customers to ensure that they are enjoying their meals and take action to correct any problem**
2. Collect payments from customers
3. Write client food orders on order slips, memorize orders, or enter orders into

computers for transmittal to kitchen staff

1. Present menus to clients and answer questions about menu items, making recommendations upon request
2. Serve food or beverages to clients, and prepare or serve specialty dishes at tables as required

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| **EDUCATION** | |  | |  |
| Sept 2010 | – Jun 2013 | *BA in Hospitality & Tourism Management* |
| Sept 2008 | – July 2009 | *Secondary End of Studies Diploma* |
| Sept 2005 | – July 2006 | *Grade 9 Diplôma* |



**LANGUAGES**



***English (Fluent), Arabic (Native) and French (Fluent)***

**COMPUTER SKILLS**



***Microsoft office, Power point, Outlook Express, Internet Explorer***

**PROFESSIONAL & PERSONAL SKILLS**



***Leadership & Management***

***Communication & Negotiation Skills***

***Professionalism & Work Ethic***

***Problem Solving***

***Teamwork***

***Adaptability & Flexibility***

***Multitasking***

***Planning & Organizing***

**Contact Details:**

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Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com

YouTube Video CV

<https://www.youtube.com/channel/UCdsv_v9Czkx2Dc8bW4Bt4wA>

View My CV on Gulfjobseeker.com CV Database

<http://www.gulfjobseeker.com/employer/cv_database_highlighted_cv_freetocontact.php>

Chat with me Live on Zoom

<https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>