



Halil İbrahim ALPTEKİN

Area/Operation Manager

I graduated in Business Administration. I have a plan to continue my education by doing an MBA in the short term. As an operations manager. I am adept in administrative and financial oversight, smooth production, team building, and revenue generation. Also, while my on-the-job experience has afforded me a well-rounded skill set included first-rate analytical and problem-solving abilities, I am proficient at meeting or exceeding benchmarks and delivering exceptional results.



ibrahimalptekin24@gmail.com



+905397960095



ISTANBUL, TURKEY



linkedin.com/in/ibrahimalptekin

SKILLS

Food Beverage

Budgeting

Staff Management

Time Management

Innovation

Operational Improvement

Documentation and Reporting

Financial Statements

LANGUAGES

English
Upper Intermediate

Turkish
Native

INTERESTS

Bowling cinema

search and rescue

reading travel

WORK EXPERIENCE

Operation Manager

Zak Food Investments

07/2020 - Present

Istanbul/Turkey

Achievements/Tasks

- Organizing product line and production operations from raw material to ready items.
- Giving training to kitchen employees and monitoring developments
- Sourcing products that we need for our customers and also for our company with best price in the market
- Researching competitors/market by using SWOT, VRIO, PESTEL...etc. analysis techniques.
- Working closely with traders and coordinating sales, custom, logistics, to have a smooth operational process,
- Following to import/export documents and transportations operations
- Attending to trade fairs and get in touch with potential customers
- Coordinating to sales team and support them for reach to monthly budget.
- Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations.
- Following to equipment cleaning procedures.

Operations Support Manager

Cinnabon Turkey

06/2019 - 01/2020

Istanbul/TURKEY

Achievements/Tasks

- Implemented policies and standard operating procedures for continuous improvement.
- Developed organization systems for sales reports and financial records and strengthened operational traceability and operational efficiencies.
- Protected stores from loss or theft by setting and enforcing clear security policies.
- Boosted team performance with enhanced employee evaluation processes.
- Developed and implemented daily operations plans such as delivery routes, employee assignments and promotional strategies.

Regional Operations Manager

Simit Sarayı

09/2017 - 04/2019

SAUDI ARABIA

Achievements/Tasks

- Developed organization systems for sales reports and financial records and strengthened operational traceability and operational efficiencies.
- Oversaw day-to-day operations, including supervising 90 person team across 6 stores.
- Made audit to stores (products quality, customer services, cash management, stock controls, equipment, food safety and hygiene)
- Evaluated the profit/loss reports of the stores and ensures that necessary actions are taken.
- Evaluated the sales reports of the stores and ensure that the necessary action are taken
- Maximized profits by reducing waste and inventory costs.
- Brought new administrative staff and handled all training, mentoring and direction to maximize productivity.
- Planned to training schedule for employees and monitored to development
- Controlled stocks consumption of stores and managed orders,
- Monitored to stores equipments and managed to maintain that needs

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+90 539 796 00 95



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SKILLS

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WORK EXPERIENCE

Operation Specialist

MNG Cargo

02/2015 - 12/2016

TURKEY

Achievements/Tasks

- Monitoring the operational activities of the 90 stores within the scope of the Regional Directorate and intervening in the disruptions that occur,
- Ensuring that the goods coming/going to the stores are taken/ delivered correctly. Detection of faulty deliveries and taking necessary action.
- Researching and determining the location of lost/stolen goods then delivering them to their buyer/sender.
- Measuring the operational performance of the staffs and reporting to the senior management
- Measuring the operation quality performance of the stores and reporting them to the senior management.
- Monitoring operations activities by conducting regular audit in the stores.

Store Manager

Harvest Cafe-Ülker

09/2008 - 08/2014

TURKEY

Achievements/Tasks

- Scheduled and led weekly store meetings for all employees to discuss sales promotions and new inventory while providing platform for all to voice concerns.
- Delivered positive results by controlling monthly operations budget and limiting financial discrepancies.
- Boosted daily revenue by ~20% by developing and deploying strategies to effectively improve operations.
- Achieved consistent budget targets with optimal expense controls and elimination of unnecessary waste.
- Completed all point of sale opening and closing procedures, including counting contents of cash register.
- Reported to district manager regarding all store and staff issues, financial goals and sales.
- Maintained proper product levels and inventory controls for (foods, beverages, paper items) merchandise and organized backroom to facilitate effective ordering and stock rotation.

EDUCATION

Business Administration

Anatolian University

09/2009 - 07/2013

Insurance

Kocaeli University

09/2005 - 08/2007

Accounting

Bahcelievler Commercial High School

09/2002 - 07/2005