



# 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.



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ISTANBUL, TURKEY



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## 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 transports 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

*SAUDÍ ARABÍA*

*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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## 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