



ANJUM IQBAL



CONTACT

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Bahrain



LANGUAGES

English

Arabic

Urdu



PERSONAL DETAILS

Date of Birth : 05/07/1992

Nationality : Pakistani



EXPERIENCE

BDF STAFF MCA SUPERMARKET

Cashier -

Sep, 2011 - Oct, 2016

- Welcoming customers, answering their questions, helping them locate items and providing advice or recommendations.
- Balancing the cash register and generating reports for credit and debit sales.
- Accepting payments, ensuring all prices and quantities are accurate and providing a receipt to every customer.
- Processing refunds and exchanges, resolving complaints.
- Bagging or wrapping purchases to ensure safe transport.

Saudi Broasted

Cashier -

Nov, 2016 - Nov, 2018

- Tally money in the cash drawer at the beginning and end of each work shift.
- Place food orders in the appropriate bags and boxes.
- Respond to customer inquiries, issue receipts, and record customer suggestions.
- Clean and arrange eating, service, and kitchen spaces.
- Help kitchen staff when needed.

Cafe Chantilly

(Driver+Purchaser+Store Keeper) -

Jan, 2019 - June, 2022

- Manage multiple orders, delivery locations, and customers at the same time.
- Safely operate company vehicles in compliance with local traffic laws and regulations, as well as established company policies and procedures.
- Follow routes and time schedule.
- Communicate clearly with customers and food service employees, demonstrating an eagerness to work through any issues or points of confusion.
- Verify orders before each delivery and maintain a detailed, comprehensive delivery log.
- Provide transportation services to company staff, visitors, and guests as directed, ensuring timely and efficient delivery.
- Maintain a professional and courteous demeanor when interacting with staff and visitors, representing the company in a positive light.

Zaiqa Mahal Restaurant and Cafe

Supervisor -

June, 2022 - March, 2023

- Responsibility for scheduling restaurant staff and delegating tasks hiring, training, and managing restaurant staff, ordering food, and cleaning supplies.
- Supervising the preparation, display, and delivery of food and drinks.
- Maintaining good relationships with suppliers.
- Ensuring all staff follow strict personal safety, food safety and food storage guidelines, supervising and maintaining restaurant cleanliness to meet regulatory sanitation and hygiene standards.
- Managing inventory
- Catering for VIP guests

Cape Home co W.L.L

Maintenance Supervisor -

April, 2023 - Currently

- Inspect and oversee facilities to resolve problems.
- Perform a variety of maintenance activities as needed.
- Develop and maintain a planning and scheduling routine and preventive maintenance of equipment, prioritizing and estimating work and technical assistance when developing job plans.
- Manage, motivate, develop and provide direct leadership to maintenance staff.
- Hire and oversee outside professionals such as electricians, plumbers etc.
- Inspect and maintain building systems such as heating, electrical, air conditioning, ventilation etc.
- Approving maintenance strategy including monthly reporting and KPI validation.
- Ensure compliance with quality, health and safety rules, guidelines and regulations.



EDUCATION

Pakistan School Isa Town Bahrain

2012

Matriculation with science subjects which is equal to 10th grade.



HOBBIES

- Swimming
- Reading
- Traveling
- Playing football



DRIVING LICENSE

Private