Contact Information

Email

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H-732 R-1220 B-312 GHAFUL

Phone

00973-34552950

Skills

- Microsoft Office
- Floor-plan
- Wix-web site
- Cant-chart
- Map
- Time Management
- Leadership
- Client Data Base Managment
- Sabre

Languages

English

Advanced

Urdu

Advanced

Hindi

Speaking

Mariam Shafqat

Seeking a challenging avenue where my education potential and skills matches the organization growth and strength to contribute for the achievement of its goals with betterment of my career prospects.

Experience

Busaiteen June-2014 September-2015

Tylos Private School Assistant Teacher

Assist in developing lesson plans based on state requirements and the specific needs of each child

- · Collaborate with teachers to monitor the development of each child
- · Understand the teacher's routine when it comes to delivering a lesson plan and running the class in the event that the teacher is absent on a particular day
- · Work with children in the classroom to promote their learning and development
- · Communicate with parents and keep them informed about their child's development and any changes to the regular day-to-day schedule

March-2016 • Volunteer

Took part in the Social Responsibility event *Beach Clean-Up* and Promoting Sustainability with BIHR.

BIHR

Usher

Crown Plaza Bahrain April-2016

Worked as organizing team member for the workshop Deepak Chopra

June-2016 • Volunteer

Participate in the joy of Giving program during the Holy month of Ramadan with BIHR.

Culinary Kitchen

Executive Chef

Tubli April-2016 June-2016

- -Planning and directing food preparation and culinary activities
- -Modifying menus or create new ones that meet quality standards
- -estimating food requirements and food/labor costs -give prepared plates the "final touch"
- -Maintain a positive and professional approach with coworker's and customers

Al Sofra Restaurant

Buddaiya (BIHR institute)

April-2016 June-2016

Manager & Waitress

4 weeks training in Sofra Restaurant for 80 hours (BIHR institute)

Restaurant Manager

- -Managing budgets and keeping statistical and financial records
- -Handling customers enquiries and complaints
- -Preparing and presenting staffing/sales reports and handling administration and paperwork
- -Taking reservations
- -Planning menus

Restaurant Waitress

- -Greet and Escort customers to their tables
- -Present menu and provide details and information when asked (e.g. about portions, ingredients or potential food allergies) and inform customers about the day's specials
- -Prepare tables by setting up linens, silverware and glasses and check dishes and kitchenware for cleanliness and presentation and report any problems -Take accurate food and drinks order using a POS ordering software, order slips or by memorization
- -Deliver checks and collect payments

Buddaiya (BIHR institute) August-2016 September-2016

Al- Waha Cafe • Cafe Cashier

Process guest transaction of purchased menu selection to include:

ring up of sales, tender of money or processing of credit cards or payroll deduction

- -cafe dish washer
- -Cold section
- -Hot section-brews coffee, tea, and chocolate, using coffee urns, drip or vacuum coffee makers, teapots, drink mixers, and other kitchen equipment.
- -Cleans and polishes utensils and equipment used in food and beverages preparations.
- -Serve coffee
- -Prepare and issue iced beverages, such as coffee, tea, and fountain or bottled drinks, to be served by COUNTER ATTENDANT.

Buddaiya (BIHR institute) October-2015

BIHR • Coordinator

The BIHR Career Fair at BIHR - HTMI Campus

Ahmed Al-Fateh Islamic Center

Juffair April-2017 January-2018

Receptionist

Ahmed Al-Fateh Islamic Center

- -Reception
- -Books in charge Assistant
- -Abaya Section in charge
- -Refreshment in charge assistant

Tourism

Guddabia September-2018 Currently

Gold Cost Travel & Travel Agent (Training)

Education

Pakistan Urdu School

Isatown 2012-2014

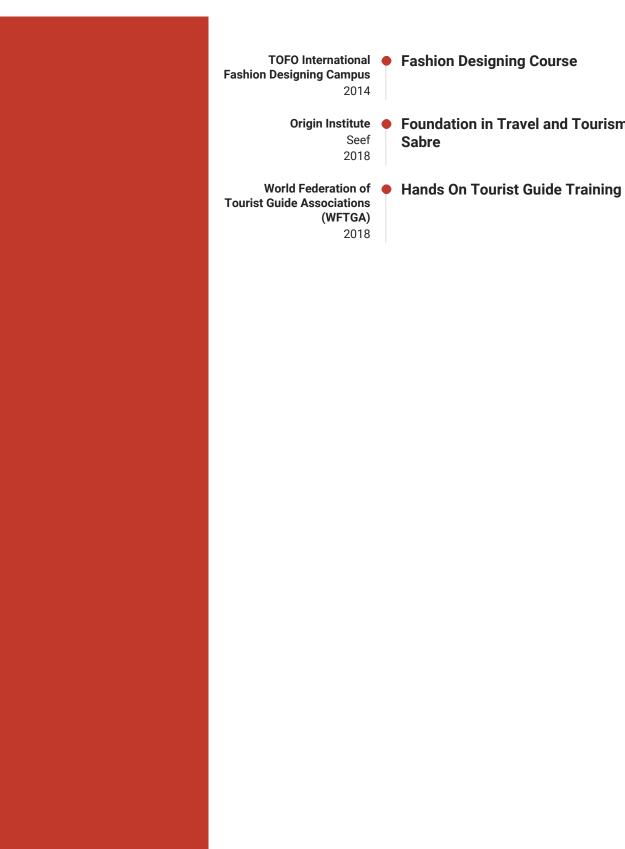
Business & Accounting

Completed Higher Secondary School

Bahrain Institute of **Hospitality and Retail** (BHIR)

Budiaya 2017

Diploma in International Hotel and Tourism Management



Origin Institute • Foundation in Travel and Tourism with