

Contact Information

Email

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Phone

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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

Tylos Private School

Busaiteen

June-2014

September-2015

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

Crown Plaza Bahrain

April-2016

Usher

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

Tubli

April-2016

June-2016

Executive Chef

- 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 co-worker'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

● **AI- Waha Cafe**

Buddaiya (BIHR institute)
August-2016
September-2016

● **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.

● **BIHR**

Buddaiya (BIHR institute)
October-2015

● **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

● **Gold Cost Travel & Tourism**

Guddabia
September-2018
Currently

● **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**

TOFO International
Fashion Designing Campus
2014

● **Fashion Designing Course**

Origin Institute
Seef
2018

● **Foundation in Travel and Tourism with
Sabre**

World Federation of
Tourist Guide Associations
(WFTGA)
2018

● **Hands On Tourist Guide Training**