

# RAKAN SARI AL-NAMMARI

Manama – Kingdom of Bahrain

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## PERSONAL DATA

Place of Birth: Jordan  
Date of Birth: February 11th, 1994  
Marital Status: Single  
Nationality: Jordanian

## OBJECTIVE

To utilize my skills and determination in being part of a reputable organization where I can grow my career, tackle new challenges and add value into the success of the organization.

## EXPERIENCE

### Wyndham Grand Manama

Jan 2018 – Mar 2020

Manama – Kingdom of Bahrain

#### ▪ Marketing Coordinator Trainee (Part Time)

Dec 2019 – Mar 2020

Department: Sales & Marketing  
Reporting to: Marketing Manager

#### Key Responsibilities:

- Preparing monthly social media calendar.
- Designing and implementing marketing campaigns.
- Identifying and analyzing competitors.
- Preparing reports by collecting and analyzing sales data.
- Assist in the formulation ideas to improve the property.
- Assisting the marketing team in writing the Arabic content for advertisements.
- Finding a suitable hashtag for the advertisements.

▪ **Commis Chef**

Jan 2018 – Mar 2020

**Department:** Culinary – Kitchen  
**Reporting to:** Executive Chef  
**Dotted Line Report:** Sous Chef / Junior Sous Chef / Chef de Partie

**Key Responsibilities:**

- Ensuring Culinary Standards and Responsibilities are met.
- Have thorough knowledge of menus and the preparation required, according to hotel standards.
- Maintain cleanliness and organization of all storage areas.
- Complete necessary food and station preparation prior to the opening of the restaurant to ensure that the guests are served promptly and efficiently during the Restaurant and Room Service operating hours.
- Prepare and display buffet food items according to the hotel standards.
- Recognize quality standards in fresh vegetables, fish, and dairy and meat products.
- Be able to support any position in the Kitchen that needs help.
- Following all Health Department and Company regulations in regard to food and storage standards and safety.
- Be able to operate and maintain cleanliness of all kitchen equipment.
- Assist in storage and rotation of food items according to hotel procedures. Receiving the daily supplies of foodstuff, stuffing the supplies in the chiller room and store, making sure to revolve the foodstuff according to first in first out procedure.
- Delivering cost savings for the Hotel by keeping proper stock count and coordinating with the Chef when issuing the purchase orders.

**EDUCATION**

- **Emeritus Institute of Management** **Dec 2018 – Feb 2019**  
**Columbia Business School**  
 Certificate in Digital Marketing
  
- **Hotel & Tourism Management Institute – Bahrain Campus** **2015 - 2017**  
 Diploma in International Hotel Operations and Tourism Management
  - **On Campus Activities**
  - *Volunteering and organizing the BIHR Career Fair at BIHR - HTMi Campus* Oct 2015
  - *Ushering for Deepak Chopra* Apr 2016
  - *Participating in the Joy of Giving Program during Ramadan* Jun 2016
  
- **Al-Falah Private School – Bahrain** **2012**  
 General Secondary Education Certificate – Scientific Stream
  
- **Cross Training**
  - Marketing Training Jul - Sep 2018
  - Sales Training Jun – Aug 2019

## LANGUAGES

- Arabic: Mother Tongue
- English: Fluently speaking, reading and writing

## SKILLS

- Computer-literate performer with extensive software proficiency covering a wide variety of application such as MS Office and Prezi Presentation Software.
- Good command of hospitality Industry-related software involving Micros Hospitality Management system, Micros Opera and POS Restaurant System.
- Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple current projects.
- Innovative problem-solver who can generate workable solutions and resolve complaints.

## HOBBIES

- Photography
- Driving

## REFERENCE

- **Mr. Anwar Al-Hajjar**  
General Manager - Wyndham Grand Manama  
+973 34115516
- **Mr. Ashish Prasad**  
Director of Human Resources - Wyndham Grand Manama  
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