



SUMMARY

Highly efficient and customer focused food and beverage area manager with over 16 years' experience in food beverage environments. Gifted motivator and leader comfortable with supervising service team of over 65 employees. Forward thinking multi tasker able to analyse situations and costs, and successfully determine profitable outcomes. Comfortable in fast-paced environment to provide quality service for patrons while effectively mentoring new staff.



SKILL SET

Budget preparation and cost analysis – service planning, marketing, and sales.

Excellent interpersonal skills, including written and public speaking.

Independent leader with strong mentoring, supervisory, and motivational abilities.

Successfully managed and implemented asset inventory of computer hardware involved in UPS upgrade project.

Adaptability in high-stress environments with ability to maintain composure and high level of professionalism.



EXPERIENCE

Georgia Kitchen, Manama Kingdom of Bahrain

Purchasing Manager - May 2018– Present

- Developing and implementing purchasing strategies.
- Managing daily purchasing activities, supervising staff, and allocating tasks.
- Managing supplier relations and negotiating contracts, prices, timelines, etc.
- Maintaining the supplier database, purchase records, and related documentation.
- Coordinating with inventory control to determine and manage inventory needs.
- Managing the maintenance of office/manufacturing equipment and machinery.
- Ensuring that all procured items meet the required quality standards and specifications.
- Preparing cost estimates and managing budgets.
- Working to improve purchasing systems and processes.
- Training new employees in the purchasing process and how to use the purchasing system for the company.

Kudu Company, Manama Kingdom of Bahrain
Area Manager - February 2003– May 2018

Area manager for all Bahrain locations. Ultimate responsibility for all food & beverage operations on a daily basis. Daily management and supervision of 65 staff members of multinational cultures. Setting sales targets and manage all profit and loss. Responsible for making regular visits to branches to ensure the delivery and maintenance of high levels of in store standards, monitor stock control, security and staff performance. Playing a crucial role within the IT section of the business to ensure a smooth running system for the company. Other duties includes:

- Oversee administrative tasks, including sales targets, training, equipment and food ordering, maintenance, and other needs as they arise.
- Maintain communication with management staff of branches and corporate directors.
- Prepare annual and monthly budgets, cost analysis, employee performance reviews, and additional quarterly reports.
- Major player in acquisitions of new branches.
- Developing strategies for underperformance of staff and stores.

Kudu Company, Riyadh Kingdom of Saudi
Technical Support Leader January 2002– February 2003

- Performed hardware and software installations and provided high level customer care, training and technical support.
- Assembled and installed wide variant of computer system, workstations, and peripheral hardware.
- Computer help desk support via telephone
- Performed diagnostics and troubleshooting of system issues
- Provided computer help desk support and technical training on hardware/software.



TECHNICAL SKILLS

- IP Routing (IOS-based)
- LAN Switching (IOS-based)
- TCP/IP
- Troubleshooting and Maintaining Cisco IP Networks (IOS-based)
- Bandwidth Management-, Intrusion Prevention System
- Network Firewall-, Application Firewall-Devices Web Filtering
- System & Server Configuration & Administration
- Windows XP, Windows Vista, Windows 7, Windows 8, and Windows 10
- Windows 2008 (Server + Professional)
- MS-Windows NT 4.0 (Server + Workstation)
- Wireless Access Point, 802.11 b
- Wireless LAN (802.11 a/b/g), outdoor & indoor
- LAN installing and configuration
- Set Up client, browser, client email & dial up modem etc
- Assemble platforms of Hardware
- Fixing and troubleshooting all kind of desktop and laptop



QUALIFICATIONS

Accounting & Administration Skills (Journal Printing & Calculation, Ledger, Petty Cash Payroll & Calculation, Inventory Controls, Project Data Updating, Teller, Salary Calculation) using Oracle System.

Computer Literate (MS Word, MS Excel, MS Power Point, MS Access, MS Outlook).

Computer Hardware (Highly experience assembly all kind of Pc, Install all Operating System, Modem, Router, Printer, Switch and Hub.



EDUCATION

University : Major in *Computer Science* from Pakuan University, Bogor
1997-1999 (Not Completed)

