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|  | **Junaid Khan** |
| Abu Dhabi, United Arab Emirates  +971555661053  Junaidkhans94@gmail.com |

**Education**

**Bachelor in Business Administration**  September 2017

Manipal University | Dubai, UAE

**Grade 12 (CBSE Board Examination)** July 2013

Abu Dhabi Indian School | Abu Dhabi, UAE

**Experience**

**Universal restaurant—**Abu Dhabi, UAE January 2019 – Present

**Operations Supervisor**

* Ensuring human resource operational requirements by scheduling and assigning employees; following up on work results; Planning, monitoring, and appraisal of employee work results, salary and leave scheduling follow ups.
* Accomplishments focused on results Managing and Achieving restaurant operational objectives by contributing information and recommendations to strategic and action plans; implementing production and purchasing of raw materials on a daily basis and customer-service standards.
* Assisting in Restaurant Accounts and cost controlling by reviewing portion and quantities of preparation; minimizing waste; ensuring high quality of preparation.
* Facilitate and Arrange Logistical operations of the restaurant by scheduling and monitoring the deliveries for the client.

**universal cafe—**Abu Dhabi, UAE January 2018 – December 2018

**Administrative Assistant**

* Ensured minimal wastage of quantity by optimal stock rotation
* Built quality and cost control structures
* Monitored employee performance
* Processing and directing mail and incoming packages or deliveries
* Finding ways to improve administrative processes

**Additional Information**

**Visa status:** Company Sponsorship

**Languages:** Hindi, English, Urdu

**Certifications:** Certification of Human Resource Management and Recruitment (CHRR), Certified Police Community Officer (Volunteering)

**Interests:** Volunteering and community involvement, travel and Vlogging