

MUHAMMA D UMER



umer.kahlun@gmail.com



0431114119



Perth, WA 6061

PROFESSIONAL SUMMARY

Reliable person demonstrating high level of ownership and initiative. Possessing exceptional work ethic and desire to go above and beyond to exceed company expectations. Offering knack for building productive working relationships. Successful in fast-paced, deadline-driven environments to manage goals and team development. History of thriving in team-oriented environments.

SKILLS

- Teamwork and Collaboration
- Verbal and Written Communication
- Recruitment and Hiring
- Problem Resolution
- Staff Training
- Onboarding and Orientation
- Administration and Reporting

EDUCATION

**FAUJI FOUNDATION H/SEC
SCHOOL FOR BOYS**
SANGLA HILL, PUNJAB
PAKISTAN

INTERMEDIATE: Science
Education

**FAUJI FOUNDATION H/SEC
SCHOOL FOR BOYS**
SANGLA HILL, PUNJAB
PAKISTAN

MATRICULATION: Science

WORK HISTORY

Malaga Kebabs and Restaurant - Manager
Perth, Western Australia • 02/2020 - Current

- Recruited and hired qualified candidates to fill open positions.
- Trained employees on additional job positions to maintain coverage of roles.
- Assigned tasks to associates to fit skill levels and maximize team performance.
- Monitored staff performance and addressed issues.
- Prepared employee schedules to maintain appropriate staffing levels during peak periods.
- Consistently maintained high levels of cleanliness, organization, storage and sanitation of food and beverage products to ensure quality.

Under The Mango Tree - Manager
Perth, Western Australia • 06/2018 - 01/2020

- Maintained safe working and guest environment to reduce risk of injury and accidents.
- Trained new employees to perform duties.
- Resolved and investigated complaints regarding service, food quality and accommodations.
- Oversaw food preparation, production and presentation according to quality standards.
- Checked with guests to get feedback on food served,

Education

Waifs College Perth
1/811 Hay Street, Perth 6000
• 10/2022

Advanced Diploma in Hospitality Managment:
Hospitality

Macallan College Perth
3/440 William Street Perth
6000 • 08/2022

Diploma in Hospitality Management: Hospitality

Macallan College Perth
3/440 William Street Perth
6000 • 11/2021

Cert 3 & 4 in Commercial Cookery: Hospitality

- resolve issues, bring additional items and refill beverages.
- Inspected restrooms and dining and serving areas to foster cleanliness and proper setup.
 - Explained goals and expectations required of trainees.

LANGUAGES

English	Urdu
<div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>
Full Professional	Native/ Bilingual
Arabic	
<div><div></div><div></div><div></div><div></div><div></div></div>	
Elementary	