

Mr. SYED KHAJA KHIZER

Barista

Email ID: Khizersyed124@gmail.com

Mobile: +91-9704552194



Summary

Friendly and fast-working barista with 5+ years of experience worked at busy chain cafes in Lead Barista, Kuwait, and Barista Operation, Al-Amjad contracting & Trading company, Jeddah, Saudi Arabia. Skilled in customer service, coffee and food pairing, and inventory management. Knowledgeable on different coffee varieties from around the world. Seeking to leverage exceptional service and dedication to great coffee to become the barista shift supervisor.

Duties and Responsibilities

- ❖ Promotes coffee consumption by educating customers selling coffee and coffee grinding and brewing equipment, accessories, and supplies, preparing and serving a variety of coffee drinks, along with pastries and cookies.
- ❖ Welcomes customers by determining their coffee interests and needs.
- ❖ Educates customers by presenting and explaining the coffee drinks menu.
- ❖ Prepares and sells coffee drinks by following prescribed recipes and preparation techniques for coffee drinks, such as espresso, espresso lingo, caffe latte, and cappuccino.
- ❖ Describe current promotions and new products
- ❖ Take customer orders accurately.
- ❖ Serve prepared food items such as muffins.
- ❖ Prepare and pack coffee bean purchases for customers
- ❖ Record and accurately process purchases using the POS system.

Experience Profile

Present Employment

Barista, **Smart café in Kadapa, Andhra Pradesh** From May 2020 to till date.

Past Employment

Lead Barista, **Coffee Bean & Tea leaf, Al-Gunaim Pvt ltd, Kuwait**, from Mar 2019 – Feb 2020

Barista Operation, **Al-Amjad contracting& Trading company, Jeddah, Saudi Arabia** from Mar 2016 – May 2018

Summary of my involvement in the café.

- ✚ Greet all customer and present beverage menu.
- ✚ Discuss beverage items, make suggestions, and answer any inquiries
- ✚ Describe current promotions and new products
- ✚ Take customer orders accurately.
- ✚ Operate coffee making equipment
- ✚ Prepare and present beverages according to established recipe and presentation standards
- ✚ Serve prepared food items such as muffins.
- ✚ Prepare and pack coffee bean purchases for customers
- ✚ Record and accurately process purchases using the POS system.
- ✚ Collect and process payments from the customer including cash, credit and debit cards
- ✚ Comply with health, safety and hygiene guidelines and regulations
- ✚ Ensure customer service stations are well stocked
- ✚ Maintain clean and hygienic work area

- ✚ Dismantle and clean machinery as needed
- ✚ Display merchandise in an attractive and functional manner
- ✚ Monitor and order inventory.
- ✚ Stock inventory according to storage requirements
- ✚ Complete opening and closing duties for each shift.

Skills and Experience

- ❖ High volume experience with coffee making equipment
- ❖ Working knowledge of all forms of coffee and standard beverage recipes
- ❖ Basic numeracy and money-handling skills
- ❖ Able to read and speak fluently in required language
- ❖ able to stand for long hours
- ❖ able to lift and carry moderate amounts of weight

Key Competencies

- ❖ sense of urgency
- ❖ high energy level
- ❖ organizational ability
- ❖ customer service orientation
- ❖ communication skills
- ❖ honesty and integrity
- ❖ reliability

Academic Qualification

Intermediate, Annamayya Junior College, Kadapa, Andhra Pradesh, India.

PERSONAL DETAILS

Name : **Syed Khaja Khizer**

Father's Name : Syed Mahaboob Basha

Date of Birth : 14-May-1986

Marital Status : Single

Phone No : +91-9704552194

Nationalities : Indian

Mailed : Khizersyed124@gmail.com

Passport No : **S9507476**

Languages known : Arabic, English, Hindi, Telugu, Urdu.

Address : 42/521-1, NGO Colony
Kadapa-516001.,
Andhra Pradesh, India.

I hereby declare that all the above-mentioned information is true to the best of my knowledge.

(Mr. Syed Khaja Khizer)