### **JAWAD RAZA SHAH**

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**Personal Information**

Date of Birth: May 4, 1988

Postal Address: Sultana Alqasar, Riyadh, KSA

**Objective:**

# To acquire new skills and knowledge which contribute to achieve the organizational goals and objectives and in due course enhance my knowledge and skills through the exposure and experience.

# **Experience**

* **Restaurant Manager** in **Boudle Hotels & Resorts, Riyadh, Suadia Arabia** From August, 2017 to Till Now.
* **Restaurant Manager** in **Ramada Hotel**, Islamabad, Pakistan, Jan 2016 to Feb, 2017.
* **Food and Beverage Supervisor** in **Shangrila Resort & Hotels,** Skardu, Pakistan March 2015 to Dec 2016
* **Restaurant Manager** in **Best Westren Hotel**, November 2013 to Dec 2014, Islamabad
* **Captain Station** in **Village Cuisine Restaurant**, March, 2012 to Sep, 2013, Islamabad.
* **Food & Beverage Server** in **Hotel Royal Suit Apartment** in Dubai, March 2010 to Feb 2012.
* **Catering Helper in Emrill Integrated Facility Management LLC,** in Dubai, March, 2008 to Feb, 2010.

**Academic Qualification:**

* Diploma of Associate Engineering from board of Technical Education, Lahore, Pakistan in 2007.
* Matriculation from Govt High School, Chiniot Pakistan in 2003.

**Professional Certification:**

* Diploma of **Food and Beverage Services** from **City & Guilds, London, UK**, in 2015

**Professional Training:**

* 3 Month Training **Safety, Security and workplace hygiene** from **Emrill Integrated Facility Management,** Dubai, UAE.
* Leadership Skills workshop from Govt of Pakistan.

**Key Skills:**

* How to Handle Staff
* How to Deal with Customers
* How to training of staff for different situations
* Maintain Food Hygiene and Food Safety at workplace.
* HACCP Plan and its implementation in Catering and Hospitality industry
* Product Knowledge
* Safety and Security at workplace

**Core Competency**

* Menu's Costing
* Coffee Brista
* Customer Greeting, Welcoming, Escorting, Setting according to standard
* Maintain the Standards of Food and Beverages Services
* Dealing guest and handling their complaints
* Anticipate customers needs and their requirements
* Teamwork and motivation to staff members
* Training of Staff on need and weekly bases

**Information Technology Skills**

* MS word, Excel, Power point
* MS Word and Excel Documentation
* Arabic, English and Urdu Typing
* How to make Training sheets
* How to make Menu's with MS Office
* Installations software's

**Languages**

* English
* Arabic
* Urdu
* Punjabi