

EJABAT AL CHARIF

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Dedicated, and detail-oriented freshly graduate from Beirut Arab University holding a Bachelor's degree in Accounting. Seeking to gain an entry-level role where exceptional accounting skills and academic knowledge will be leveraged, as well as go beyond what is expected to help the company attain its goals.

EXPERIENCE

JUNE 2021 – TILL PRESENT

HEAD WAITRESS, DIVVY RESTAURANT

- Welcome customers
- Assign duties, responsibilities, and workstations to employees in accordance with work requirements.
- Check reservations on daily basis and ensure that tables are properly set
- Ascertain that the restaurant area is properly cleaned
- Oversee inventory of supplies such as cutlery and condiments and coordinate efforts with suppliers to ensure timely acquisition
- Assist chefs with developing menus by providing them with feedback on customers' preferences
- Train workers in food preparation, and in service, sanitation, and safety requirements.
- Compile and balance cash receipts at the end of the day or shift.
- Resolve customer complaints regarding food service.
- Observe and evaluate workers and work procedures to ensure quality standards and service, and complete disciplinary write-ups.

MAY 2018 – JUNE 2021

WAITRESS, DIVVY RESTAURANT

- Greeted customers and escorted/directed them to their seats
- Followed up on orders and served food and beverage items after ensuring appropriate portioning
- Assisted cashiers in preparing checks and transacting cash and credit card payments
- Ensured the cleanliness of the restaurant area and ensured that all tables were properly bussed.

AUGUST 2017 – MAY 2018

HOSTESS, DIVVY RESTAURANT

- Answer phone calls, take reservations and greet and seat customers with a positive attitude
- Responds to guest inquiries and requests in a timely, friendly, and efficient manner
- Calculate estimated wait times based on length of wait list, available tables and workload of staff and communicate clearly to customers
- Efficiently communicated with kitchen staff on special orders
- Develop relationships with regular customers to promote top customer service standards

EDUCATION

SEPTEMBER 2018 – JUNE 2022

BACHELOR'S DEGREE IN ACCOUNTING, BEIRUT ARAB UNIVERSITY

SEPTEMBER 2014 – JULY 2017

BT-3 IN ACCOUNTING AND INFORMATICS, AL MAKASSED-ABDEL HADI DEBS VOCATIONAL AND TECHNICAL CENTER

SKILLS

- Leadership
- Time Management
- Analytical Thinking
- Customer Services
- Fast Learner
- Empathy
- Good Communication Skills
- Problem Solving
- Detailed Oriented
- Team Worker
- Multi-tasking
- Active Listening

COMPUTER SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft Power Point Presentations
- Microsoft Access
- International Computer Driving License "IC3 Certificate"

LANGUAGES

- English
- Arabic