

# MUSTAFA AL CHAMI

## BUSINESS & OPERATIONS EXPERT | ACCOUNTANT

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Lebanese | D.O.B Jan 30<sup>th</sup>, 2000

*Results-driven and adaptable professional with hands-on experience in business operations, restaurant management, accounting, and financial trading. Skilled in leading teams, optimizing resources, and ensuring service excellence across diverse industries. Eager to contribute strong analytical, organizational, and leadership skills to a progressive organization that values growth, efficiency, and quality performance.*

## PROFESSIONAL EXPERIENCE

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### **BAYT LKHAL** – Miniyeh, Lebanon

#### *Restaurant Manager*

Jun 2025 – Present

- Direct daily restaurant operations, ensuring consistent delivery of high-quality food, excellent customer service, and compliance with hygiene and safety standards.
- Supervise and motivate a diverse team of front- and back-of-house staff through effective training, performance evaluation, and scheduling.
- Monitor inventory levels, controlled food and labor costs, and implemented cost-saving strategies to maximize profitability.
- Oversee vendor relationships and procurement processes to maintain optimal supply levels and ensure quality and timely deliveries.
- Handle customer feedback and resolved complaints promptly to maintain a high level of satisfaction and repeat business.
- Develop and execute marketing initiatives, promotions, and special events to drive sales growth and brand visibility.

### **AL AMIR BAKERY** – Miniyeh, Lebanon

#### *Accountant*

Sep 2019 – Sep 2025

- Managed daily accounting operations including accounts payable, receivable, and general ledger entries to ensure accurate financial records.
- Prepared monthly financial statements, expense reports, and balance sheets to support management in decision-making.
- Monitored bakery inventory, production costs, and supplier invoices to maintain cost efficiency and profitability.
- Processed payroll, tracked employee attendance, and ensured compliance with labor and tax regulations.
- Collaborated with management to develop budgets, forecast sales trends, and optimize financial performance.

#### *Pastry Chef*

2018 – 2019

- Prepared a wide range of pastries, desserts, and baked goods while maintaining consistent taste, texture, and presentation standards.
- Developed new recipes and seasonal menu items aligned with customer preferences and brand identity.
- Supervised kitchen staff, coordinated daily production schedules, and ensured adherence to food safety and hygiene regulations.
- Managed inventory of ingredients, controlled waste, and optimized production costs without compromising quality.
- Collaborated with management and service teams to meet customer demands and ensure timely delivery of high-volume orders.

### **SELF-EMPLOYED** – Lebanon

#### *Forex Trader*

2023 – Present

- Analyzed global financial markets, economic indicators, and technical chart patterns to identify profitable trading opportunities.
- Executed short- and long-term forex trades, applying risk management strategies to minimize losses and maximize returns.
- Monitored market trends and maintained detailed trading records to evaluate performance and refine trading strategies.

## EDUCATION

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### **GRADEZILLA** - Remote

Oct 2025 – Feb 2026

Course in Digital Marketing

### **JINAN UNIVERSITY** – Beirut, Lebanon

Aug 2021 – May 2024

Bachelor of Business Administration (BBA) – Business Management

- **Graduation Project:** “Sathak Janna” – Full Feasibility Study and Marketing Plan for Rooftop Transformation into Sustainable Green Spaces.
- **Relevant Coursework:** Business Strategy, Financial Accounting, Marketing, Human Resources, and Project Management (Grade: 85/100).

## COMPETENCIES

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- **Languages:** Arabic – Native, English – Professional Working Proficiency.
- **Technical Skills:** QuickBooks, MS Office (Word, Excel, PowerPoint), Outlook, Research & Navigation
- **Core Skills:** Operations Management, Financial Management & Accounting, Budgeting & Cost Control, Inventory Management, Digital Marketing Fundamentals, Customer Service, Market Trends, Team Leadership, Communication, Strategic Planning, Problem Solving, Attention to Detail, Adaptability, Time Management.