PROFESSIONAL BACKGROUND

Occupation: Restaurant Manager

Employer: Skippers Fast Food Ltd

Address: Plot 35 Elelenwo Street, Portharcourt, Rivers, Nigeria 500101

Date: 09 November 2015 to Present

Duties:

* Recruit, orientated and supervised staff alongside other management staff
* Decide and manage budgets along with the accountant and managing director
* Promote and market the business mainly through social media thereby attracting more customers and increasing sales
* Attend to enquiries and complaints from customers. In this way, I make sure we do not lose significant customer base
* Responsible for administrative paperwork
* Make sure needed maintenance work is carried out
* Give regular reports and updates to the managing director
* Take major decision making on behalf of the managing director
* Oversee the general operations of Skippers