

# Mahmoud Abdelgawad

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## Professional Summary

Dear Sir/Madam

I would highly appreciate your acceptance of my request letter and the accompanied resume as it express my strong desire in joining your agency.

I find it to be a very good chance for me to increase, develop, invest, and update my knowledge and experience.

I am motivated individual with the intention to learn and expand. In stressful moment you will find me responsible, rational, and calm with enthusiasm to solve the conflict and pass the critical period. I am fueled with energy, passion, and creativity towards my job. Based on previous experiences I had developed my social skills to be able to deal with individuals of different ages, nationalities, cultural, positions, and views. I am self-competitive and attentive to deal at all time. I don't settle for what is less satisfying achievement for my assigned tasks.

My principle is to know, my aim is to apply, and my goal is to grasp the chance that would set my principles to meet my aims.

Giving me the chance of joining you would be the initial step in exploring a career I had been longing to find room at.

I am stating my strong desire in finding the chance to meet you in person for further information to be discussed.

Yours faithfully

## Skills

- Service Orientation
- Administration and Management
- Speaking
- Monitoring
- Management of Personnel Resources
- Active Listening
- Active Learning
- Instructing
- Judgment and Decision Making
- Food Production
- Writing
- Learning Strategies
- Operation Monitoring
- Customer and Personal Service
- Coordination
- Critical Thinking
- Social Perceptiveness
- Time Management
- Education and Training
- Reading Comprehension
- Persuasion
- English Language
- Negotiation
- Complex Problem Solving
- Mathematics
- Economics and Accounting

- Foreign Language
- Understands & respects the customs of others

#### Core competencies:

- Understands & respects the customs of others
- Ability to deal with and assimilate different cultures and thoughts
- Creation, initiation and leadership
- Reporting Skills
- Ability to work co-operatively with others
- Ability to work professionally under stress

## Experience

Restaurant manager

Sep 2018 - Sep 2019

Mancini's New York Deli and Pizza

Fayetteville, North Carolina

- Monitor food preparation methods, portion sizes, and garnishing and presentation of food to ensure that food is prepared and presented in an acceptable manner.
- Count money and make bank deposits.
- Investigate and resolve complaints regarding food quality, service, or accommodations.
- Coordinate assignments of cooking personnel to ensure economical use of food and timely preparation.
- Monitor budgets and payroll records, and review financial transactions to ensure that expenditures are authorized and budgeted.
- Schedule and receive food and beverage deliveries, checking delivery contents to verify product quality and quantity.
- Maintain food and equipment inventories, and keep inventory records.
- Schedule staff hours and assign duties.
- Establish standards for personnel performance and customer service.
- Perform some food preparation or service tasks such as cooking, clearing tables, and serving food and drinks when necessary.
- Plan menus and food utilization based on anticipated number of guests, nutritional value, palatability, popularity, and costs.
- Schedule use of facilities or catering services for events such as banquets or receptions, and negotiate details of arrangements with clients.
- Keep records required by government agencies regarding sanitation, and food subsidies when appropriate.
- Organize and direct worker training programs, resolve personnel problems, hire

new staff, and evaluate employee performance in dining and lodging facilities.

- Test cooked food by tasting and smelling it to ensure palatability and flavor conformity.
- Order and purchase equipment and supplies.
- Review work procedures and operational problems to determine ways to improve service, performance, or safety.
- Record the number, type, and cost of items sold to determine which items may be unpopular or less profitable.
- Review menus and analyze recipes to determine labor and overhead costs, and assign prices to menu items.

## Education

Bachelor in Accounting : Accounting  
School of Business Administration

Jun 2017  
Alexandria, Egypt

- GPA (3.5).
- Minor in (Business Management).
- Major in (Accounting).