

Anwar Halteh

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Objective

Seeking a position as Supervisor in a setting where I may gain experience and use my leadership skills to assist the company's objective. Reliable and adaptable team player that thrives in a fast-paced environment. Works well with others as well as independently. Able to set a good example and moral in the work place.

Education

- El Camino High School-High School Diploma | June 2012
- Skyline College | 2013-2016
- Sf State | 2017- Current
 - Computer Science Major

Work Experience

1. Cashier/Delivery driver/Supervisor | Pizza Express
813 Cortland ave, San Francisco, Ca 94110

April 2012 – April 2017

- Demonstrated integrity and honesty while interacting with guests, team members, and manager.
- In charge when manager was not present
- Strictly followed all cash, security, and inventory procedures
- Accurately handled all cash and card transactions
- Answered multiple phone lines
- Responsible for all clean up and closing duties
- Delivered multiple orders in a timely manner
- Communicated openly with team members during each shift to ensure all orders ran smoothly

2. Front End Assistant and RTV clerk/Receiving | Costco #475 1600 El Camino Real, South San Francisco, Ca 94110

June 2016 – Present

- Checks damaged, deleted, and defective goods to Return-to-Vendor inventory in the computer. Obtains vendor return authorization for items and ships out.
- Counts and documents delivered merchandise. Keys received goods to computer.
- Packs member orders into boxes and transfers items to a separate cart for Cashiers. Performs clean-up, cart retrieval, merchandise restocking and runs for items as directed.
- Processes member orders, collects payment while providing a high level of member service. Performs clean up, department set-up and closing tasks as necessary.

Skills

- Customer service oriented
- Leadership role
- Quick learner
- Fluent in Arabic
- Good with numbers and math
- Able to multitask
- Knowledge with POS: OSX Linux
- Cash handling
- Experience with MS word, Excel, and PowerPoint
- Strong organization skills
- Ability to function effectively under pressure

Achievements

- High school wrestling top 8 in sections 2012
- Placed 8th in state collegiate wrestling 2014

References

- Manager at Pizza Express: Paul Nimer (415) 269-2766
- Supervisor at Pizza Express: Jorge Lemus (650) 451-2469