

# HARUNA BAH JIBRIL

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Zainab Tahir APC QTRS Suleja Niger, Nigeria

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## Objective

Few months of experience as a Front Desk Receptionist seeking a permanent or part-time position with a company where opportunities for growth and advancement are available to those who display initiative, responsibility, determination and the willingness to work hard in order to succeed.

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## Experience

	<b>Eastern Mediterranean University</b>
<i>Jun 2019 - July 2019</i>	Summer School Admin Assistant Scheduled and directed staff in daily work assignments to maximize productivity.  Efficiently resolved problems or concerns to the satisfaction of all involved parties.  Continually monitored restaurant and took appropriate action to ensure food quality and service standards were consistently met.  Optimized profits by controlling food, beverage and labor costs on a daily basis.  Consistently maintained high levels of cleanliness, organization, storage, and sanitation of food and beverage products to ensure quality.  Performed checkouts of servers and bartenders to ensure that all tickets were accounted for.  Communicated well and used strong interpersonal skills to establish positive relationships with guests and employees.  Maintained knowledge of current menu items, garnishes, ingredients and preparation methods.  Delivered exceptional service by greeting and serving customers in a timely, friendly manner. Appropriately suggested additional items to customers to increase restaurant sales.

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## Education

<i>2021</i>	<b>Eastern Mediterranean University</b> Masters Degree, Information Systems
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**Eastern Mediterranean University**

Bachelor Degree, Applied Mathematics and Computer Science

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### **Skills**

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Solid Computer And Technology, Microsoft Office such as Word, Excel And PowerPoint, Ability To Learn And Apply New Technology Quickly And Easily, Bilingual, With Excellent Communication And Leadership.

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### **Reference**

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**International office Eastern Mediterranean University - "Eastern Mediterranean University"**

Summer School Admin Assistant

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